Accreditation
Atlantis University is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), and is licensed by the Commission for Independent Education (CIE), Florida Department of Education.

Licensed by
Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
888-224-6684 toll free
850-245-3200

Submitted by
Andrea Carolina Palacios, MBA (Carol Palacios)
Executive Director/Director of Compliance

ATLANTIS UNIVERSITY – a DBA of Technology Trade Group, Inc., a Florida Corporation – offers accessible, quality education to its students. Atlantis University is a learning-centered, career-oriented institution serving the educational needs of its students and industry through undergraduate and graduate programs with growth potential.

Disclosure: ATLANTIS UNIVERSITY reserves the right to change programs, start dates, tuition, or to cancel programs. Any changes will be made in accordance with ACCSC - Accrediting Commission of Career Schools and Colleges standards, and the State Commission for Independent Education rules and regulations and will be attached to this catalog.

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# Table of Contents

- **Atlantis University**
  - Mission
  - Educational Philosophy and Objective
  - History
  - 7 - 10

- **Academic Programs**
  - Delivery methods
  - Prefixes
  - Definition of clock hour to credit hour conversion
  - 11 - 52

## Degree Programs
- Degree Programs Admissions Requirements...
- 14 - 19
- Requirements for all Associate Degree Programs
- Requirements for all Bachelor Degree Programs
- Requirements for all Master Degree Programs
- Requirements for all Doctorate Degree Programs

## School of Business:
- Mission, Vision, Programs
  - Doctorate Degree Programs
    - Doctorate of Business Administration (DBA)
  - Master Degree Programs
    - Master of Business Administration (MBA)
  - Bachelor of Science Degree Programs
    - Business Administration
      - Major Concentrations:
        - International Business,
        - Marketing & Public Relations
        - Economics
        - HealthCare Management
        - Project Management
        - Hospitality Management
        - Entrepreneurship
  - Associate of Science Degree Programs
    - Business Administration
    - Business Marketing
    - International Business
- 20
School of Computer Sciences and Technology: Mission, Vision, Programs

Master Degree Programs
* Master of Information Technology

Bachelor of Science Degree Programs
* Management Information Systems

Associate of Science Degree Programs
* Computer Information Technology

Diploma Programs
Diploma Programs Admissions Requirements..................................................45
Requirements for all Diploma Programs
* Bookkeeping
* Office Administrator
* Computer Network Technician (CNT)
* Microsoft IT Professional
* Systems and Network Administrator (SNA)
* Computer Network Professional (CNP)

* Enrollment Procedures.................................................................53 - 55
  Language of Programs
  Personal Interview
  Acceptance by Institution
  Policies on Transferring Credit from Other Institutions
  Veteran’s Credit for Previous Education or Training
  Policy on Transferring Credit to Other Institutions
  Policies on Course or Program Cancellation

* Description of Institution............................................................56 - 57
  Description
  Institution Library
  Equipment

* Student Services.................................................................58 - 59
  Housing, Student Records/Transcripts
  Records and Information
  Family Educational Rights and Privacy,
  Career Placement Services, Support Services-Academic Advising
Academic Policies and Standards of Progress

- Maximum number of Students per Class
- Syllabi, Registration, Leave of Absence,
- Withdrawals, Failure to Withdraw,
- Attendance Policy, Grading Scale
- Make-Up Work Policy
- Standards of Academic Progress (SAP Policy)
- Repeat Coursework
- Academic Standards for Degree and Diploma Candidates
- Standards of Academic Progress for VA Students
- Categories of Academic Progress:
  - Warning, Probation, Academic Suspension
- Conditions for Reinstatement
- Changes Made by Institution
- Academic Probation/Warning
- Graduation Requirements

General Information

- Student Conduct, Student Obligations,
- Hazing Policy, American with Disabilities Act, Sexual Harassment Policy
- Grievance Procedures
- Drug Free Learning and Working Environment
- Academic Integrity, Courses of Action,
- Academic Freedom

Academic Calendar for the Year 2014

Tuition and Payment

- Tuition for Credit Hour Degree Programs
  - Application Fee
  - Books and Learning Materials
- Costs for Diploma Programs
  - Application Fee
  - Tuition
- Other Fees
- Scholarships

Refund Policy

Degree Granting Programs and Diploma/Clock Hours Programs Refund Policy

VA Students – Additional Policies for Veteran Students

- Veteran’s Attendance Policy for Diploma Program (Clock Hour Programs)
- Standards of Academic Progress for VA Students
- Veteran’s Credit for Previous Education or Training

Distance Education / Online Division

Faculty and Administration

Course Descriptions
Memberships, approvals and other affiliations

Institutional Approvals and Association Memberships

- Florida Department of Labor and Employment Security Division of Vocational Rehabilitation
- State Approving Agency (SAA) – Approved for Veterans Training.
- Florida Association of Postsecondary Schools and Colleges
- South Florida Workforce Investment Board (SFWIB)
- U.S. Department of Defense as an authorized CLEP and DANTES Testing Center
- PROMETRIC Testing Center
- CLEP and DANTES Testing Center
- Pearson Vue Testing Center

Articulation Agreements with Other Schools and Universities

- Keiser University
- City College
- Florida National University

For additional information on these and other articulation agreements with national or international institutions, please contact the AU Business Office at 305 377 8817.
The name ATLANTIS UNIVERSITY is a recognition and reminder of the trajectory and evocation that the word Atlantis has on its own, which identifies itself with an ideal: Personal self-enrichment through knowledge. This human ideal portrays a series of characteristics which make it inclusive, timeless and pertinent, and that has been, is, and will be shared by all the cultures in the world, regardless of their geographic location, race, gender, languages, beliefs or economic status.

Personal Achievement is the educational model transmitted by ATLANTIS UNIVERSITY in accordance with the mission and vision of this ongoing educational venture.

Mission

ATLANTIS UNIVERSITY’s mission is to prepare graduates and career-minded individuals through quality education, while encouraging student’s personal self-enrichment for their personal and professional development.

The mission of ATLANTIS UNIVERSITY through its Schools of Business and the School of Technology - UNITECH College of Technology is:

To provide quality in higher education by imparting knowledge through teaching, fostering creativity, and encouraging personal and professional discovery. Encouraging the development and value of self-identity; fostering in the student an attitude of personal growth, which facilitates the ethical formation.

To offer accessible, affordable degree and diploma career education to its students by focusing on the learner’s needs, and by working in partnership with the dynamic and multicultural community. Through educational and formative activities, we seek to promote and strengthen values of social and civic responsibility, which encourages our graduates to become committed decision makers with valuable solutions to community problems.

To prepare students to become career-minded qualified professionals, and responsible and accountable individuals, to enter the workforce with strong educational foundations, developed creativity skills, responsibility, principles of moral values and ethics, while promoting tolerance, acceptance, and respect for today’s multicultural professional environment, with its diversity of ideas and beliefs: all these values integrate the Atlantis University Community.

ATLANTIS UNIVERSITY mission statement is made public via our published materials.
Educational Philosophy and Objective

As a higher education institution, with the goal of shaping capable professionals willing and able to participate in today’s competitive world, ATLANTIS UNIVERSITY through both its School of Business and its School of Computer Sciences and Technology, is committed to:

Quality Education through the use of modern pedagogic methods that include active class participation in order to foster interaction between faculty and students; enabling learners to manage a variety of business and social issues with creativity, responsibility and commitment.

Integrity, honesty, and principles of equality among its student community

Respect and sensitivity towards cultural differences as well as for groups with special needs

The use of modern technological innovations, critical analysis, creative capacity, and praxis.

Vision

Atlantis University strives to be model for international quality education whose graduates are distinguished for their personal and professional accomplishments.
History

ATLANTIS UNIVERSITY has carried on its ideal of “self-enrichment through knowledge” since 1975, when Instituto Universitario de Tecnología Readic - UNIR was founded as a higher education institution in Venezuela by Ms.C. Omar Palacios, and created in compliance with the codes of the (Venezuela) Nation’s Department of Education (decree 1129). Since its opening, this educational venture has expanded an urban, multi-campus college serving the Latin American community.

As the president/founder, Mr. Palacios has remained at the helm of this institution where there are now over 35,000 students in programs designed to educate them in emerging technological, business, and medical and health fields. UNIR first began as an educational and training institute with the objective of preparing the oil industry workforce in technological and scientific fields. Soon, the school was granted approval to establish itself as a higher education institution, expanding its educational offerings and providing training for all industrial sectors. Students may choose from over 50 programs including Technological Degrees, Associate Degrees, Diploma and Certificate Programs, Continuing Education, and Professional Training Programs.

Throughout the years, this educational institution has become an international model for learning and professional development. It continues to serve a massive student body in Latin America with 1,000 full-time faculty, and 20,000 alumni who benefit from quality education at the different campuses, each with modern educational facilities, recreational centers, gymnasiums, study areas, computer labs with the latest technology (including mobile labs to reach rural zones where technology is not commonly accessible), libraries, and other amenities and services to benefit its students. Its rapidly growing and demanding student population motivated UNIR and its governing body to grow and expand to other countries as well.

Committed to shaping successful professionals and responsible individuals for a global community, and with a great educational legacy built throughout the years with UNIR; with the approval granted by the Commission for Independent Education, the new millennium gave birth to UNITECH College of Technology in the gateway of the Americas and the world– Miami, Florida, to serve a multicultural community by offering academic programs in the fields of Business and Technology.
In 2007, UNITECH College of Technology expanded its scope of career education to include Bachelor Degree Programs to offer its students a more rounded educational opportunity within their field of study. Meanwhile, under a memorandum of understanding with UNITECH College of Technology, UNIR in Venezuela has continued preparing global professionals who now have the ability to transfer academic credits to UNITECH in the USA. UNIR has also gained recognition by the nation’s Ministry of Health & Board of Nursing, for the academic distinction of its graduate health professionals and nurses, it has expanded its academic reach with the addition of the Online Division adhering to its firm commitment to offer quality in higher education through the use of the latest technology to fulfill the needs of a multicultural student body and an increasingly demanding workplace.

In 2009, with the addition of the Graduate School along with new Masters Degree Programs, UNITECH College of Technology became Atlantis University under the approval granted by the Florida Commission for Independent Education.

Academic program offerings are revised to provide the most up to date information to fulfill the requirements and demands of an ever changing job-market, to provide its students with a unique education based on the foundation of strong academic principles and a modern perspective on the world.

ATLANTIS UNIVERSITY in Miami – Florida, formerly known as UNITECH College of Technology, continues to be structured as a separate institution and is not a branch of UNIR. It will continue to benefit from the experience, funding, and staff from UNIR, but Atlantis University’s academic programs, offered in both English and Spanish, and its student services, are designed to meet the needs of its in-campus and online students throughout the world.
There are different levels of programs offered:

1. **Degree Programs:**
   - **School of Business**
     - Doctorate Degree Programs
       - Doctor of Business Administration (DBA)
     - Master Degree Program:
       - Master of Business Administration (MBA)
     - Bachelor of Science Degree Program:
       - Business Administration
         - Major Concentrations in:
           - International Business
           - Marketing and Public Relations
           - Business Economics
           - HealthCare Management
     - Associate of Science Degree Programs:
       - Business Administration
       - Business Marketing
       - International Business
   - **School of Computer Sciences and Technology**
     - Master Degree Program:
       - Master of Information Technology (MIT)
     - Bachelor of Science Degree Programs:
       - Management Information Systems
     - Associate of Science Degree Program:
       - Computer Information Technology

2. **Diploma Programs:**
   - Office Administrator
   - Bookkeeping
   - Computer Network Technician (CNT)
   - Microsoft IT Professional (MITP)
   - Systems Network Administrator (SNA)
   - Computer Network Professional (CNP)

*Programs are taught in English or Spanish. Class starts vary depending upon the language of instruction. Evidence of English proficiency is required if a student’s primary language is not English and is enrolling in a program taught in English.*
Delivery Methods

The University offers its academic programs (Degree and Non-Degree) in the following delivery methods: campus-based and distance education. Upon enrollment, students select the method of delivery in which they would like to study depending on their personal convenience, physical location, and the availability of programs being offered at a given moment at the University.

★ Campus-Based: The curriculum for all programs is taught in-campus, and students are able to select their schedule of preference. Atlantis University offers flexible classes, during the day, evening and weekends for some programs. Program schedules should be checked out at the Office of The Academic Director. Students choosing to take campus-based courses are given the opportunity to work and interact in person with other students, faculty and staff of the University. In order to better support the development of all courses and incorporate the technological culture of the University, all campus-based courses have their own virtual space to support the classes, where students can download the syllabus, course material, readings and assignments, post homework, quizzes, and interact with fellow classmates and faculty outside the scheduled hours in the classrooms.

★ Distance Education: In addition to the campus-based delivery method, Atlantis University offers a distance delivery option that enables students from across the world to complete their programs of study from their home country using the University’s online platform – the AU’s World Campus. The distance education courses maintain the same curriculum content, structure, and standards as the campus-based programs. Courses vary only in the method of delivery, and in some cases minimal modifications in assignments are tailored to meet the unique needs of the course. Classes are conducted through the use of the University’s own online platform, to which students can access using their assigned username and password. Distance Education or Online program are taught using synchronous and asynchronous communication tools, where activities and assignments are distributed weekly to achieve the objectives of the course.

Hybrid – A component of our Distance Delivery Education: For some courses, depending on the characteristics of the course being taught, there is a mix of campus-based and online learning strategies, where each course has its own virtual classroom as support to the course. In the hybrid model, students come to campus to receive intensive classroom instruction and also complete and participate in synchronous and asynchronous online strategies. This model allows students to form a bond and build an educational support network with fellow classmates, while receiving course instruction from the instructor not only in campus but also online.

In occasions, students enrolled in campus-based programs may choose to take courses online if/when available and vice-versa upon approval by the Academic Director.
Each clock or credit hour (regardless of the method of delivery) is 50 minutes (Clock hours are for Diploma Programs and Credit Hours are for Associate of Science, Bachelor of Science and Master Degree Programs). The course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbers include letters that use abbreviations or words to indicate the course subject matter. The numbers indicate the level of the course. For example, ACCTG indicates accounting. The 100 and 200 level courses indicate Associate Degree level courses, 300 and 400 level courses are for Bachelor of Science Degree Programs, 500 and 600 level courses are for Master Degree Programs, and 800 and 900 level courses are for Doctorate Degree Programs.

**Prefixes**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG</td>
<td>Accounting</td>
</tr>
<tr>
<td>BSC</td>
<td>Biology</td>
</tr>
<tr>
<td>CIT</td>
<td>Computers &amp; Information Technology</td>
</tr>
<tr>
<td>HSA</td>
<td>HealthCare Management</td>
</tr>
<tr>
<td>IB</td>
<td>International Business</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics</td>
</tr>
<tr>
<td>PHIL</td>
<td>Philosophy</td>
</tr>
<tr>
<td>SPN</td>
<td>Spanish</td>
</tr>
<tr>
<td>MBA</td>
<td>Master of Business Administration</td>
</tr>
<tr>
<td>MIT</td>
<td>Master of Information Technology</td>
</tr>
<tr>
<td>DBA</td>
<td>Doctorate of Business Administration</td>
</tr>
</tbody>
</table>

**Definition of clock hour to credit hour conversion**

For the purpose of this catalog, the following apply:

- Academic Year: Minimum of two semesters.
- Semester: A term of instruction is 16 weeks in duration (Composed by 2 Mini-Terms of 8 weeks each)
- Period of Enrollment or Period of Financial Obligation: One semester.
- Semester Credit Hours: Each course equals three (3) credit hours, equivalent to 48 hours of classroom contact.
- A clock Hour: Is defined as a period of 50 minutes of instruction.
- Full-time student: Student enrolled for a minimum of 12 semester credit hours.
- Part-time student: Student who is enrolled in fewer than 9 semester credit hours.
GENERAL ADMISSIONS REQUIREMENTS

★ Must be 18 years or older or have written permission from a parent or legal guardian.
★ Complete in-person interview.
★ Complete enrollment agreement.
★ Provide a copy of high school diploma, or high school transcript, or GED, or similar document if applicant completed secondary education in another country. Documents from non-English speaking countries must be translated into English if the applicant is enrolling in an English speaking program. Documents from another country written in English do not require translation or evaluation. Applicants enrolling in Spanish speaking programs are not required to have documents translated into English. Applicants will not be required to provide proof of high school graduation when they provide the following:
   ★ Verification (official transcripts) of college credits or an earned degree from an accredited institution recognized by the United States Department of Education,
   ★ If documents are from another country and not in English: An evaluation of an official transcript by an approved educational evaluator service attesting that the degree/or credits earned are equivalent to a degree/credits earned at a regionally accredited institution of higher education in the United States.
   ★ If documents are from another country but written in English: no further evaluation is required.
★ Provide official transcript from other licensed or approved postsecondary schools if seeking transfer credit. Documents must be translated into English if applicant is enrolling in an English speaking program. Applicants enrolling in Spanish speaking program are not required to have documents translated into English.
   ★ Acceptable postsecondary institutions of education include:
      ★ a) Institutions accredited by an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation, or
      ★ b) Institutions recognized by the Department / Ministry of Education of the country where the institution is in operation.
★ Programs are taught in English or Spanish. Class starts vary depending upon the language of instruction.
DOCTORATE DEGREE ADMISSIONS REQUIREMENTS

Students pursuing a Doctoral Degree Program at ATLANTIS UNIVERSITY must successfully complete a minimum of 60 graduate semester credit hours beyond the Bachelor’s level in specific business graduate level curriculum. Master Degree credits are transferrable towards a Doctorate Degree.

In addition to the General Admissions Requirements, Doctorate Degree Program applicants must:

- Provide a resume indicating education and complete work history.
- Hold an MBA, or a Master Degree, or equivalent credential, conferred by an approved institution of postsecondary education and provide official transcripts. A Master Degree in business is not a requirement; qualified students with Master Degrees from different backgrounds are encouraged to apply. Admission decision is based on a combination of a student’s graduate academic performance, relevant professional experience, and letters of recommendation.
- A minimum of 30 Semester Credit Hours at the graduate level.
- Five (5) years full-time relevant work experience recommended.

MASTERS’ DEGREE ADMISSIONS REQUIREMENTS

Students pursuing a Master Degree Program at ATLANTIS UNIVERSITY must successfully complete a minimum of 30 semester credit hours beyond the Bachelor’s level in specific graduate level curriculum.

In addition to the General Admissions Requirements, Master’s Degree Program applicants must:

- Hold a four-year Bachelor’s Degree or equivalent credential and provide official transcripts. An undergraduate degree in a specific field is not a requirement; qualified students from all backgrounds are encouraged to apply. Admission decision is based on a combination of a student’s undergraduate academic performance, relevant professional experience, and letters of recommendation.
- A minimum of 120 Credit Hours minimally at the undergraduate level. Include at least 30 Semester hours of General Education Credit. Bachelor-level, undergraduate degree (or equivalent), or 3+ years of full-time relevant work experience.
- Three (3) years full-time relevant work experience recommended.
BACHELOR OF SCIENCE DEGREES ADMISSIONS REQUIREMENTS

Students pursuing a Bachelor of Science Degree Program at ATLANTIS UNIVERSITY must successfully complete a minimum of 123 semester credit hours. The total credit hours for the Bachelor of Science Degree include: 30 credit hours (mandatory) of prescribed general education courses, and 60 credit hours of prescribed major courses. Credit hours remaining to complete the 123 credit hours shall be drawn from other major courses or major concentration courses.

GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF SCIENCE DEGREE PROGRAMS
(30 CREDIT HOURS)

Lower Division General Education Requirements – 15 Credits Required

**Oral Communications** (3.0 Credit hours)
- ENGL 100 Language and Speech Communications 3.0 credit hours
- ENGL 115 Fundamentals of Public Speaking 3.0 credit hours
- SPC 200 Speech and Public Speaking 3.0 credit hours

**Humanities** (3.0 Credit hours)
- PHIL 102 Legal and Ethical Issues 3.0 credit hours
- PHIL 200 Introduction to Philosophy 3.0 credit hours

**Mathematics** (3.0 Credit hours)
- MATH 102 College Algebra 3.0 credit hours

**English** (3.0 Credit hours)
- ENGL 200 English Composition I 3.0 credit hours

**Behavioral Science / Social Environment** (3.0 Credit hours)
- PSY 201 Psychology 3.0 credit hours
- SOC 210 Sociology 3.0 credit hours

Upper Division General Education Requirements – 15 Credits Required

**English** (3.0 Credit hours)
- ENGL 302 English Composition II 3.0 credit hours

**Foreign Language** (3.0 Credit hours)
- SPN 310 Conversational Spanish 3.0 credit hours

**Natural Science** (3.0 Credit hours)
- BSC 310 General Biology 3.0 credit hours

**Economics** (6.0 Credit hours)
- ECON 302 Principles of Economics (Microeconomics) 3.0 credit hours
- ECON 303 Macroeconomics 3.0 credit hours
ASSOCIATE OF SCIENCE DEGREES ADMISSIONS REQUIREMENTS

Students pursuing an Associate of Science Degree Program at ATLANTIS UNIVERSITY must successfully complete a minimum of 60 semester credit hours. The total credit hours for the Associate of Science Degree include: 15 credit hours (mandatory) of prescribed general education courses, and 45 credit hours of prescribed major courses (including 12 credits of Elective Courses).

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE OF SCIENCE DEGREE PROGRAMS
(15 CREDIT HOURS)

<table>
<thead>
<tr>
<th>General Education Requirements – 15 Credits Required</th>
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<tr>
<td><strong>Oral Communications (3.0 Credit hours)</strong></td>
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<tr>
<td>ENGL 100 Language and Speech Communications 3.0 credit hours</td>
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<tr>
<td>ENGL 115 Fundamentals of Public Speaking 3.0 credit hours</td>
</tr>
<tr>
<td>SPC 200 Speech and Public Speaking 3.0 credit hours</td>
</tr>
</tbody>
</table>

| **Humanities (3.0 Credit hours)**                    |
| PHIL 102 Legal and Ethical Issues 3.0 credit hours   |
| PHIL 200 Introduction to Philosophy 3.0 credit hours |

| **Mathematics (3.0 Credit hours)**                   |
| MATH 102 College Algebra 3.0 credit hours            |

| **English (3.0 Credit hours)**                        |
| ENGL 200 English Composition I 3.0 credit hours      |

| **Behavioral Science / Social Environment (3.0 Credit hours)** |
| PSY 201 Psychology 3.0 credit hours                    |
| SOC 210 Sociology 3.0 credit hours                     |
Additional Requirements for all Degree Programs

To be eligible for a Degree at Atlantis University students must:

★ Successfully complete a program of study of 60 graduate level semester credit hours for Doctorate Degrees, 30 graduate level semester credit hours for Master Degrees, 123 semester credit hours for Bachelor of Science Degrees, and 60 semester credit hours for Associate of Science Degrees.

★ Complete undergraduate degree requirements with a cumulative G.P.A of 2.0 or higher, or for graduate degree programs, complete requirements with a cumulative G.P.A of 3.0.

★ For undergraduate degrees: Complete at a minimum 25% of an undergraduate program at Atlantis University. For graduate degrees: Complete at a minimum 50% of a graduate program at Atlantis University.

★ Complete all financial obligations with Atlantis University and all required exit paperwork.

Admissions Processes for Degree Programs

Students desiring to enter a Degree Program at Atlantis University should contact the Admissions Office or log onto our website at www.atlantisuniversity.org to submit an application. Students should submit their applications well in advance of the date they desire to enter the University to permit proper scheduling and assure availability.

Local applicants are encouraged to visit the University in person. International and Distance Education applicants may apply online. The University uses a rolling admissions policy.

Applicants will be notified of their acceptance or rejection by the University within ten days after the application is submitted. All admissions services are conducted on equal opportunity/equal access basis. Our Admissions Offices are open throughout the week during the following hours: Monday through Friday, 9:00am to 8:00pm, and Saturday by appointment.

Program Descriptions

Atlantis University offers academic programs leading to the attainment of degrees in a variety of areas related to Business and Technology. The Academic Board of the school is formed by professionals and experts in different fields who develop, review, and update the academic programs. All this, under Atlantis University’s academic structure of its two major schools:

★ School of Business
★ School of Computer Sciences and Technology
School of Business

MISSION
The School of Business is committed to provide educational value for its students, professors, and the business and professional communities in general, by preparing students to succeed in a global, multi-cultural business environment.

VISION
To build a solid business school recognized for delivering quality education and for forming knowledgeable and prepared graduates to serve the community.

To become a center for global business education and technology, serving as a link between the business arenas of South Florida, Latin America, and the rest of the world.

DEGREE PROGRAMS
The School of Business offers academic programs leading to the following Degrees:

DOCTORATE DEGREES IN:
* Business Administration (DBA)

MASTER DEGREES IN:
* Business Administration (MBA)

BACHELOR OF SCIENCE DEGREES IN:
* Business Administration
  **Major Concentrations in:**
  * International Business
  * Marketing & Public Relations
  * Economics
  * HealthCare Management
  * Project Management
  * Hospitality Management
  * Entrepreneurship

ASSOCIATE OF SCIENCE DEGREES IN:
* Business Administration
* Business Marketing
* International Business
Program Description
The goal of the Doctor of Business Administration at Atlantis University, as a coursework based professional doctorate, is to further develop the competencies of practicing management and business professionals and to equip them with the capability to make leadership contributions to their own organizations, wider industries and communities. The DBA will be predominantly offered face-to-face with structured support for all coursework and the dissertation.

The program will enable graduates to develop rigorous, in-depth, analytical and self-reflective skills well beyond the MBA or other Master of Business level. The DBA will also equip business executives with tools to undertake significant applied research in order to perform in an increasingly competitive global business environment. The curriculum offers successful candidates a highly customized program including further advanced postgraduate study beyond that achieved in an MBA.

Atlantis University’s MBA graduates may be able to transfer credits to the DBA program. (Note: To be eligible to apply credit toward these doctoral programs, students must have earned a B or better in the applicable master’s courses within the last 10 years and be in good standing with the university. All transfer of credit is granted after formal review by Atlantis University’s Office of Admissions.)

Program Objective
The Doctor of Business Administration (DBA) program is designed for professionals who want to further their career with the most advanced business degree program Atlantis University offers.

- To build on students core knowledge of business, acquired through earlier studies and work experience, enabling them to gain knowledge and expertise in new aspects of business.
- To enable students to acquire skills in research, enabling them to evaluate the research of others in the field and to translate acquired knowledge quickly into practice in ways that facilitate business growth.
- To enable students, through their applied project dissertation, to acquire new knowledge in a chosen area of business typically relevant to their host firm and their own career objectives, leading to an improved understanding of how to manage an organization effectively in a global and rapidly changing environment.
- To give students the skills and standing to contribute to the development of the global economy in an ethical, environmentally aware and socially responsible way through their professional practice.
**Doctorate of Business Administration (DBA) Degree**
*(60 Graduate Level Semester Credit Hours – Estimated Completion Time: 48 months)*

**Suggested Program Breakdown by Course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DDBA801</td>
<td>Quantitative &amp; Qualitative Research Methodologies for Managerial Decision-making</td>
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<td>DDBA810</td>
<td>Multivariate Statistical Analysis</td>
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<td>DDBA820</td>
<td>Global Management Trends</td>
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<td>Strategic Use of Information and Communications Technologies</td>
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<td>DDBA840</td>
<td>Business Development, Entrepreneurship and Innovation</td>
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</tr>
<tr>
<td>DDBA894</td>
<td>Dissertation Research II</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**Major: Family Business**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDBA901</td>
<td>Fundamentals Issues in Family Business</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA902</td>
<td>Corporate Governance and Leadership in Family Business</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA905</td>
<td>Investment Strategies and Family Wealth Management</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**Major: Management of Private Health Care Organizations**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDBA950</td>
<td>Fundamental Issues in Health Management</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA955</td>
<td>Strategizing for Private Health Care Organizations</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA959</td>
<td>Best Practices &amp; Policies in Private Health Care Management</td>
<td>3.5</td>
</tr>
</tbody>
</table>
School of Business

Master of Business Administration (MBA) Degree
(30 Graduate Level Semester Credit Hours – Estimated Completion Time: 20 months)

Program Description

The Master of Business Administration (MBA) at Atlantis University is an intensive graduate degree program designed to instruct students in the theories and practices of the modern business world. The program is designed to prepare students for positions of leadership, and to provide students with a broad comprehensive view of the total business organization. The MBA program aims to improve decision-making capabilities of our students by providing a functional business foundation and enhancing their analytical, communicational, and technological skills, enabling students to contribute intellectually to the business profession.

Program Objective

Upon completion of the Master of Business Administration (MBA) Degree Program, students may seek executive employment in business, government, or a variety of industries where a range of professional business skills are needed. The objectives of Atlantis University’s MBA program are to:

- Integrate managerial competencies, which are essential for effective leadership – by applying business strategies, international business concepts, marketing tools, and critical analysis to manage and solve situations in unpredictable environments.

- Provide students the tools and practical experiences essential to an executive or top management career in business.

- Further develop student’s knowledge of central functions of management, marketing, finance, and information technology in a global economy.

- Enhance student’s appreciation of the ethical and legal environment of business as the context for their own contributions to the economic and social well-being of their communities.

- Enhance student’s understanding of and sensitivity to cultural differences in the workplace as they impact management effectiveness.
Master of Business Administration (MBA) Degree
(30 Graduate Level Semester Credit Hours – Estimated Completion Time: 20 months)

**MBA501**  
**Society, Politics, Demographics & Business**  
Understanding the Global context and exponential times of business

**MBA521**  
**International Strategic Management**  
The Pursuit of Strategic Competitive Advantage

**MBA531**  
**HR Fundamentals and Organizational Dynamics**  
The Human Capital race and development in Organizations

**MBA541**  
**Quantitative Business Methods**  
Quantitative Analysis for Decision Making

**MBA671**  
**Information and Technology Management Systems**  
The number one decision making enabler for business: Technology and Information Systems

**MBA681**  
**Markets and Consumers based Management**  
Fundamentals of International Marketing Strategies and Consumer Behavior

**MBA691**  
**Management Financial Accounting and Business Analytics**  
Understanding the past and present to manage and project effective and efficient business financial performance

**MBA697**  
**Customer Centric and Driven Innovation – Changing the Rules of the Game**  
Innovation - The virtuous cycle that drives competitive advantage in business

**MBA700**  
**Final Business Project: International Market Business Research Project**  
A hands-on project that will provide decision makers with the unique opportunity to apply the knowledge and insights gained in the MBA into real business challenges faced by their own organizations

**MBA710**  
**Capstone Field Project: Business Models and Business Plans in Action**  
The never-ending task of decision makers. A practical hands-on comprehensive course that will help international decision makers to assess and develop Business Models and Business Plans for pressing business challenges and opportunities in their own organizations.

MBA students are normally scheduled for one course at a time.  
Students are required to successfully complete 30 graduate credit hours.
Bachelor of Science Degree in Business Administration
(123 Credit Hours – Estimated Completion Time: 41 months)

Program Description
The Bachelor of Science in Business Administration program prepares qualified students for leadership positions in the 21st century global marketplace. Such leaders will need to balance the goals of economic success with the constraints of greater social and environmental responsibility. Students are instructed by a distinguished faculty and learn to integrate changing human and information resources with continually developing technology, while nurturing the entrepreneurial spirit that has always been the key to successful business and management.

The School of Business offers a Bachelor of Science in Business Administration Degree program that can be obtained by: transferring credits earned in a Business Associate’s Degree (60 credit hours) and completing the remaining prescribed major courses (additional 63 credit hours) for a total of 123 semester credit hours.

Students may complete the total course of 123 semester credit hours in Business Administration, by combining: core courses of Business Administration (105 semester credit hours) and prescribed major courses of a specific business concentration (18 semester credit hours), giving students the opportunity to opt for the following majors of concentration: International Business, Marketing & Public Relations, Economics, HealthCare Management, Project Management, Hospitality Management, and Entrepreneurship.

Students enrolled in the Bachelor of Science in Business Administration Program, after the successful completion of all general education courses (30 credits) and all major courses (lower and upper division), may opt for one of the following majors:

- International Business
- Marketing and Public Relations
- Economics
- HealthCare Management
- Project Management
- Hospitality Management
- Entrepreneurship

Students will acquire the critical knowledge and skills needed to integrate management, marketing, international business, and economic concepts to develop strategies to improve short-, medium-, and long-term organizational performance.

Upon completion of the Business Administration Program, students may seek employment in business, government, or a variety of industries where a range of business skills are needed.
Program Objective
Upon completion of the Business Administration Bachelor Degree Program, students may seek employment in business, government, or a variety of industries where a range of general business skills are needed, and where they will be able to perform the following:

- Analyze the external and internal influences on business institutions and practices.
- Identify the structures in business organizations that can be managed for productivity.
- Differentiate the roles and tasks of business leaders and professionals in business, industry and non-profit organizations.
- Use technology and resources to remain current in the student’s chosen business field.
- Make effective business decisions using appropriate analytical and critical thinking processes.
- Identify and analyze legal or ethical issues that arise in business practices and institutions.
- Demonstrate effective written communication skills in a business environment.
- Enter a graduate level program without further academic preparation.

Business Major Concentrations:
The Atlantis University School of Business also offers a Certificate after the successful completion of 12 credits of a major concentration. Therefore, courses within concentrations can be individually taken by students wishing to complete a certificate in a particular area. The following concentrations are available:

The International Business Concentration provides a solid foundation in the theory and practice of modern business organizations in relation to current economic, political, and socio-cultural environments. It prepares students to enter the workplace directly or to go on to graduate study. After the successful completion of 12 credits of this concentration, students will receive a Certificate.

The Marketing and Public Relations Concentration offers students specific tools in managing production and product development, distribution, and all forms of communicating with customers. Every firm, whether a manufacturer, retailer, wholesaler or service provider needs marketing people to discover, measure, and analyze markets; develop and manage products and services; manage sales; establish coherent pricing policies; and maintain positive customer relations. After the successful completion of 12 credits of this concentration, students will receive a Certificate.
The Economics Concentration presents concepts that support the understanding of economic behavior and business decisions. Students learn how individual industries function and gain an understanding of how the market economy functions as a whole. Students learn to evaluate how changes in technology, government regulation, and market circumstances will impact their own lives, organizations of which they are a part, and society.

The HealthCare Management Concentration is designed to integrate a framework of business and general education courses with a health care curriculum that provides graduates with foundational knowledge to enter the health industry. The HealthCare Management concentration develops solid management knowledge and skills combined with a broad overview of issues and challenges specific to the complex field of health care delivery. Emphasis of instruction will be on developing the managerial skills required to work in today’s regulated, complex health care field. Upon completion of the program, graduates will be prepared for supervisory or middle management positions in hospitals, managed care organizations, healthcare facilities, or to advance to a graduate program of study. After the successful completion of 12 credits of this concentration, students will receive a Certificate.

The Project Management Concentration This concentration within the Bachelor in Business Administration provides the knowledge and techniques necessary to operate successfully as an entry project manager. After the successful completion of 12 credits of this concentration, students will receive a Project Management Undergraduate Certificate, and will also be ready for taking the Project Management Certification industry credential exam (CAPM). PMI’s Certified Associate in Project Management (CAPM)® is a valuable entry-level certification for project practitioners. Designed for those with little or no project experience, the CAPM® demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management.

Hospitality Management Concentration covers the core competencies required for success as hospitality professional. After the successful completion of 12 credits of this concentration, students will receive a Hospitality Management Undergraduate Certificate.

Entrepreneurship Concentration is designed to develop the competencies needed to successfully create and manage new ventures or to be a driver of innovation with an organization. Students will learn the tools to plan for a new business startup, become leaders in growth firms or become entrepreneurs capable of improving the organization’s ability to innovate. The students completing this concentration will eligible to get a certificate from the university. After the successful completion of 12 credits of this concentration, students will receive a Certificate.
Program Outline
To receive a Bachelor of Science degree in Business Administration, students must earn 123.0 credit hours. Program requirements are indicated below. Credit hours in parentheses indicate the required number of credit hours in each discipline:

General Education Courses (30.0 Credits Required)

Lower Division General Education Courses (15.0 Credits Required)

Oral Communications (3.0 Credit hours)
ENGL 100  Language and Speech Communications 3.0 credit hours
ENGL 115  Fundamentals of Public Speaking 3.0 credit hours
SPC 200  Speech and Public Speaking 3.0 credit hours

Humanities (3.0 Credit hours)
PHIL 102  Legal and Ethical Issues 3.0 credit hours
PHIL 200  Introduction to Philosophy 3.0 credit hours

Mathematics (3.0 Credit hours)
MATH 102  College Algebra 3.0 credit hours

English (3.0 Credit hours)
ENGL 200  English Composition I 3.0 credit hours

Behavioral Science / Social Environment (3.0 Credit hours)
PSY 201  Psychology 3.0 credit hours
SOC 210  Sociology 3.0 credit hours

Upper Division General Education Courses (15.0 Credits Required)

English (3.0 Credit hours)
ENGL 302  English Composition II 3.0 credit hours

Foreign Language (3.0 Credit hours)
SPN 310  Conversational Spanish 3.0 credit hours

Natural Science (3.0 Credit hours)
BSC 310  General Biology 3.0 credit hours

Economics (6.0 Credit hours)
ECON 302  Principles of Economics (Microeconomics) 3.0 credit hours
ECON 303  Macroeconomics 3.0 credit hours
**Bachelor of Science Degree in Business Administration**
*(123 Credit Hours – Estimated Completion Time: 41 months)*

**Business Administration Core Courses (93.0 Credits Required)**

**Lower Division Major Courses (45 credits required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 101</td>
<td>Accounting I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 102</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 100</td>
<td>Introduction to International Business</td>
<td>3.0</td>
</tr>
<tr>
<td>MRKT 101</td>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 100</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 205</td>
<td>International Trade Export / Import</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Basic Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>STAT 200</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 223</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 203</td>
<td>Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Strategy Management and Decision Making</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Upper Division Major Courses (30 Credits Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IB 102</td>
<td>International Management</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 207</td>
<td>International Banking and Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>MRKT 200</td>
<td>Marketing II</td>
<td>3.0</td>
</tr>
<tr>
<td>MRKT 202</td>
<td>Marketing Strategies</td>
<td>3.0</td>
</tr>
<tr>
<td>MRKT 205</td>
<td>Consumer Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MRKT 207</td>
<td>Market Research</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 227</td>
<td>Management and Budgeting</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 400</td>
<td>International Entrepreneurship</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 401</td>
<td>Leadership and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 423</td>
<td>E-Commerce Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Major Concentration Courses (18 Credits Required)**

Select 18.0 credit hours in upper division major courses as indicated below:
Bachelor of Science Degree in Business Administration
(123 Credit Hours – Estimated Completion Time: 41 months)

**Major Concentrations Courses**

<table>
<thead>
<tr>
<th>Upper Division Courses</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Pre-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Business</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MRKT 405</td>
<td>International Marketing</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>IB 402</td>
<td>Strategic Mgmt. in the Multicultural Corp.</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>IB 207</td>
<td>International Banking and Finance</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td><strong>Marketing and Public Relations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MRKT 472</td>
<td>E-Marketing</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>MRKT 442</td>
<td>Marketing Analytics</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>MRKT 451</td>
<td>International Marketing</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 308</td>
<td>Ethics and Social Responsibility</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td><strong>Economics</strong></td>
<td>BUS 308</td>
<td>Ethics and Social Responsibility</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td>Major Concentration:</td>
<td>ECON 422</td>
<td>Money and Banking</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>ECON 411</td>
<td>Econometrics</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>ECON 405</td>
<td>Monetary Theory</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>ECON 404</td>
<td>Economic Issues</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td><strong>Healthcare Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Concentration:</td>
<td>HSA 300</td>
<td>Introduction to Health Services Systems</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>HSA 320</td>
<td>Legal Aspects of Health Care</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>HSA 440</td>
<td>Leadership &amp; Mgmt. for Health Professional</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>HSA 451</td>
<td>Healthcare Organizations &amp; Resources Mgmt.</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td><strong>Project Management</strong></td>
<td>MRKT 451</td>
<td>International Marketing</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 450</td>
<td>Enterprise Project Management</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 455</td>
<td>Mgmt. Leadership &amp; Team Building in the Project Environment</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 463</td>
<td>Certified Associate in Project Management (CAPM) Certification Exam Preparation</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td><strong>Hospitality Management</strong></td>
<td>BUS 360</td>
<td>Fundamentals of Hospitality &amp; Tourism Mgmt.</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 365</td>
<td>Hospitality and Tourism Management</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 401</td>
<td>Hotel and Facility Management</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 405</td>
<td>Food and Beverage Operations</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 407</td>
<td>International Travel and Tourism</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 348</td>
<td>Finance for Entrepreneurs</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 410</td>
<td>E-Commerce Strategies for Entrepreneurs</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 412</td>
<td>Leading Creativity and Innovation</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
<tr>
<td></td>
<td>BUS 415</td>
<td>Franchise, strategic alliances &amp; family bus.</td>
<td>3</td>
<td>Business Upper Div.</td>
</tr>
</tbody>
</table>
Program Description

The Business Administration Program is designed to train students for employment in various industries that utilize business skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as marketing, accounting, computer applications, human resources, leadership, management and administration. Elective classes may be selected from a list of business or computer electives or from a list of courses from marketing or international business. The program consists of courses that require readings, exams, projects and other learning strategies and assessments determined by each instructor to meet course objectives.

Program Objective

Upon completion of the Business Administration Program, students may seek entry-level employment in business, government, or a variety of industries where a range of business skills are needed.

Program Outline

To receive an Associate of Science degree in Business Administration, students must earn 60.0 credit hours. Program requirements are indicated in the following page. Credit hours in parentheses indicate the required number of credit hours in each discipline:
Associate of Science Degree in Business Administration
(60 Credit Hours – Estimated Completion Time: 20 months)

General Education Courses (15.0 Credits Required)

Oral Communications (3.0 Credit hours)
- ENGL 100 Language and Speech Communications 3.0 credit hours
- ENGL 115 Fundamentals of Public Speaking 3.0 credit hours
- SPC 200 Speech and Public Speaking 3.0 credit hours

Humanities (3.0 Credit hours)
- PHIL 102 Legal and Ethical Issues 3.0 credit hours
- PHIL 200 Introduction to Philosophy 3.0 credit hours

Mathematics (3.0 Credit hours)
- MATH 102 College Algebra 3.0 credit hours

English (3.0 Credit hours)
- ENGL 200 English Composition I 3.0 credit hours

Behavioral Science / Social Environment (3.0 Credit hours)
- PSY 201 Psychology 3.0 credit hours
- SOC 210 Sociology 3.0 credit hours

Business Administration Major Courses (33.0 Credits Required)
- ACCTG 101 Accounting I 3.0 credit hours
- BUS 101 Introduction to Business 3.0 credit hours
- BUS 102 Principles of Management 3.0 credit hours
- IB 100 Introduction to International Business 3.0 credit hours
- MRKT 101 Principles of Marketing 3.0 credit hours
- BUS 224 Organizational Behavior 3.0 credit hours
- BUS 223 Human Resource Management 3.0 credit hours
- BUS 203 Operations Management 3.0 credit hours
- BUS 200 Business Law 3.0 credit hours
- ECON 302 Principles of Economics (Microeconomics) 3.0 credit hours
- STAT 200 Statistics 3.0 credit hours
- CIT 100 Introduction to Computers 3.0 credit hours
- CIT 110 Basic Operating Systems 3.0 credit hours

Elective Courses (12.0 Credits Required)
- IB 205 International Trade Export / Import 3.0 credit hours
- BUS 204 Introduction to Project Management 3.0 credit hours
- BUS 201 Strategy Management and Decision Making 3.0 credit hours
- MRKT 200 Marketing II 3.0 credit hours
- IB 102 International Management 3.0 credit hours
-EMPL 101 Employment Skills 3.0 credit hours
Associate of Science Degree in Business Marketing
(60 Credit Hours – Estimated Completion Time: 20 months)

Program Description

The Business Marketing Program is designed to train students for employment in various industries that utilize business marketing skills and knowledge. Students who successfully complete this program will have knowledge and skills in many areas of marketing plus accounting, computer applications, human resources, leadership, management and administration. The program consists of courses that require readings, exams, projects and other learning strategies and outcomes assessments determined by each instructor to meet course objectives.

Program Objective

Upon completion of the Business Marketing Program, students may seek entry-level employment in business, government, or a variety of industries where a range of business and marketing skills are needed.

Program Outline

To receive an Associate of Science degree in Business Marketing, students must earn 60.0 credit hours. Program requirements are indicated in the following page. Credit hours in parentheses indicate the required number of credit hours in each discipline:
Associate of Science Degree in Business Marketing
(60 Credit Hours – Estimated Completion Time: 20 months)

General Education Courses (15.0 Credits Required)

Oral Communications (3.0 Credit hours)
ENGL 100 Language and Speech Communications 3.0 credit hours
ENGL 115 Fundamentals of Public Speaking 3.0 credit hours
SPC 200 Speech and Public Speaking 3.0 credit hours

Humanities (3.0 Credit hours)
PHIL 102 Legal and Ethical Issues 3.0 credit hours
PHIL 200 Introduction to Philosophy 3.0 credit hours

Mathematics (3.0 Credit hours)
MATH 102 College Algebra 3.0 credit hours

English (3.0 Credit hours)
ENGL 200 English Composition I 3.0 credit hours

Behavioral Science / Social Environment (3.0 Credit hours)
PSY 201 Psychology 3.0 credit hours
SOC 210 Sociology 3.0 credit hours

Business Marketing Major Courses (33.0 Credits Required)
ACCTG 101 Accounting I 3.0 credit hours
BUS 101 Introduction to Business 3.0 credit hours
BUS 102 Principles of Management 3.0 credit hours
IB 100 Introduction to International Business 3.0 credit hours
MRKT 101 Principles of Marketing 3.0 credit hours
MRKT 200 Marketing II 3.0 credit hours
MRKT 202 Marketing Strategies 3.0 credit hours
MRKT 205 Consumer Behavior 3.0 credit hours
MRKT 207 Market Research 3.0 credit hours
ECON 302 Principles of Economics (Microeconomics) 3.0 credit hours
STAT 200 Statistics 3.0 credit hours
CIT 100 Introduction to Computers 3.0 credit hours
CIT 110 Basic Operating Systems 3.0 credit hours

Elective Courses (12.0 Credits Required)
IB 205 International Trade Export / Import 3.0 credit hours
BUS 223 Human Resource Management 3.0 credit hours
BUS 203 Operations Management 3.0 credit hours
BUS 204 Introduction to Project Management 3.0 credit hours
IB 102 International Management 3.0 credit hours
BUS 201 Strategy Management and Decision Making 3.0 credit hours
EMPL 101 Employment Skills 3.0 credit hours
Associate of Science Degree in International Business
(60 Credit Hours – Estimated Completion Time: 20 months)

Program Description

The International Business Program is designed to train students for employment in various industries that utilize international business skills and knowledge. Students who successfully complete this program will have knowledge and skills in several areas of international business plus accounting, computer applications, human resources, leadership, management and administration. The program consists of courses that require readings, exams, projects and other learning strategies and outcomes assessments determined by each instructor to meet course objectives.

Program Objective

Upon completion of the International Business Administration Program, students may seek entry-level employment in business, government, or a variety of industries where a range of general and international business skills are needed.

Program Outline

To receive an Associate of Science degree in International Business, students must earn 60.0 credit hours. Program requirements are indicated in the following page. Credit hours in parentheses indicate the required number of credit hours in each discipline:
# Associate of Science Degree in International Business

(60 Credit Hours – Estimated Completion Time: 20 months)

## General Education Courses (15.0 Credits Required)

### Oral Communications (3.0 Credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>Language and Speech Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 115</td>
<td>Fundamentals of Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>SPC 200</td>
<td>Speech and Public Speaking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Humanities (3.0 Credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 102</td>
<td>Legal and Ethical Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 200</td>
<td>Introduction to Philosophy</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Mathematics (3.0 Credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 102</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### English (3.0 Credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 200</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Behavioral Science / Social Environment (3.0 Credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 201</td>
<td>Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC 210</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

## International Business Major Courses (33.0 Credits Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 101</td>
<td>Accounting I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 102</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 100</td>
<td>Introduction to International Business</td>
<td>3.0</td>
</tr>
<tr>
<td>MRKT 101</td>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 205</td>
<td>International Trade Export / Import</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 102</td>
<td>International Management</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 207</td>
<td>International Banking and Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 330</td>
<td>Cultural Environment of International Business</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 302</td>
<td>Principles of Economics (Microeconomics)</td>
<td>3.0</td>
</tr>
<tr>
<td>STAT 200</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 100</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Basic Operating Systems</td>
<td>3.0</td>
</tr>
</tbody>
</table>

## Elective Courses (12.0 Credits Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 223</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MRKT 200</td>
<td>Marketing II</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Strategy Management and Decision Making</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 203</td>
<td>Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>EMPL 101</td>
<td>Employment Skills</td>
<td>3.0</td>
</tr>
</tbody>
</table>
MISSION
ATLANTIS University’s School of Computer Sciences and Technology is committed to provide educational value for its students, professors, and the community in general, by preparing students using the latest technology and computer innovations to succeed in a rapidly changing and technology-driven environment.

VISION
To build a School of Computer Sciences and Technology recognized for delivering quality education, implementing technology and innovations, for the development of our students who are well versed in the impact information technology has in the world today.

DEGREE PROGRAMS
Atlantis University offers academic programs leading to the following degrees:

MASTER DEGREES IN:
☆ Master of Information Technology

BACHELOR OF SCIENCE DEGREES IN:
☆ Management Information Systems

ASSOCIATE OF SCIENCE DEGREES IN:
☆ Computer Information Technology
Master of Information Technology (MIT) Degree
(30 Graduate Level Semester Credit Hours – Estimated Completion Time 20 months)

Program Description
The Master of Information Technology at Atlantis University is an intensive graduate degree program designed to prepare the graduate to assume a senior staff or management position in the information technology field, and to ultimately become an Information Technology Professional. Where the undergraduate program readies the graduate to become a programmer-analyst, telecommunication administrator, or apprentice database administrator, the Master Degree Program prepares the graduate to manage such a group of IT professionals.

★ The student is capacitated to evaluate, elect and develop vanguard information technology systems that are of the greatest convenience for his/her business.
★ The student is enabled to administrate the implantation, development and maintenance of the information and system services, managing the security of the information to give solution to the problems of the organization.
★ The student is formed to apply and manage the new possibilities that offer the information technologies that are capable of getting competitive advantages sustainable in the organization.
★ The student is an integrator of the technological resources that potentate the business management.

Program Objective
Upon completion of the Master of Information Technology Degree Program, students are prepared for executive positions in the field of Information Technology Management. This Master Degree aims to provide training in cutting edge information technology for IT professionals wishing to upgrade their qualifications and/or skills.

The objectives of the Master of Information Technology program are:
★ To provide the skills for graduates to be proficient in the use of information technology and information systems to professionally develop solutions to real world IT problems.
★ To provide sufficient theoretical and conceptual background and associated skills to people already working in the IT industry, to use information technology more effectively as part of their jobs and to deal effectively with information technology professionals who provide services to them.

The program gives the student a global knowledge in the areas of information technology and communications for the creation, transformation and development of organizations oriented to manage an adequate knowledge and appropriation of the technological advancements to sustain their business development in a highly global, interconnected competitive world.
Master of Information Technology (MIT) Degree
(30 Graduate Level Semester Credit Hours – Estimated Completion Time 20 months)

Suggested Program Breakdown by Course

| Module I | MIT501 (3.0 credit hours) | E-Business Technology and Management |
| Module II | MIT521 (3.0 credit hours) | Information Technology Project Management |
| Module III | MIT533 (3.0 credit hours) | Global E-Business Strategies |
| Module IV | MIT547 (3.0 credit hours) | Information Security Management |
| Module V | MIT561 (3.0 credit hours) | Advanced Database Management |
| Module VI | MIT587 (3.0 credit hours) | Managing Software Development |
| Module VII | MIT601 (3.0 credit hours) | Website Application Development |
| Module VIII | MIT621 (3.0 credit hours) | Web Services & Service Oriented Architecture |
| Module IX | MBA700 (3.0 credit hours) | Final Research Project |
| Module X | MBA710 (3.0 credit hours) | Capstone Field Project |

MIT students are normally scheduled for one course at a time. Students are required to successfully complete 30 graduate credit hours.
Bachelor of Science Degree in Management Information Systems
(123 Credit Hours – Estimated Completion Time: 41 months)

Program Description
The Bachelor of Science in Management Information Systems program provides students with a solid foundation in business and technology, developing skills that prepare them to effectively apply information technology to improve business processes across a broad spectrum of disciplines. Through this program, students will be able to effectively demonstrate advanced skills in business application software, current programming languages, and recognize various phases of the software development cycle, and the appropriate management of that developmental cycle in a business environment.

The MIS major gives students an understanding of the importance of information systems as a management tool in the planning, control and decision-making activities of the organization. The program of study introduces students to the concepts and methods of analyzing, designing, planning, and managing simple or complex information systems. It emphasizes the managerial aspects of information systems by providing a solid base of business courses and computer science courses common to the School of Business and Computer Sciences and Technologies.

Atlantis University offers a Bachelor of Science in Management Information Systems Degree program that can be obtained by: transferring credits earned in a Computer Information Technology Associate’s Degree (60 credit hrs) or equivalent and completing the remaining prescribed major courses (additional 63 credit hrs) for a total of 123 semester credit hours.

Program Objective
Upon completion of the Management Information Systems Bachelor Degree Program, students may seek employment in business, government, or a variety of industries where a combination of general business and information technology skills are needed. In addition to the outcomes listed for the School of Business bachelor-level degree program, upon graduation, Management Information Systems students will be able to:

- Use information technology to revitalize business and achieve strategic goals
- Identify the basic elements of business opportunities in electronic commerce
Bachelor of Science Degree in Management Information Systems
(123 Credit Hours – Estimated Completion Time: 41 months)

Program Outline
To receive a Bachelor of Science degree in Management Information Systems, students must earn 123.0 credit hours. Program requirements are indicated below. Credit hours in parentheses indicate the required number of credit hours in each discipline:

General Education Courses (30.0 Credits Required)

Lower Division General Education Courses (15.0 Credits Required)

Oral Communications (3.0 Credit hours)
ENGL 100    Language and Speech Communications    3.0 credit hours
ENGL 115    Fundamentals of Public Speaking    3.0 credit hours
SPC 200     Speech and Public Speaking    3.0 credit hours

Humanities (3.0 Credit hours)
PHIL 102    Legal and Ethical Issues    3.0 credit hours
PHIL 200    Introduction to Philosophy    3.0 credit hours

Mathematics (3.0 Credit hours)
MATH 102    College Algebra    3.0 credit hours

English (3.0 Credit hours)
ENGL 200    English Composition I    3.0 credit hours

Behavioral Science / Social Environment (3.0 Credit hours)
PSY 201    Psychology    3.0 credit hours
SOC 210    Sociology    3.0 credit hours

Upper Division General Education Courses (15.0 Credits Required)

English (3.0 Credit hours)
ENGL 302    English Composition II    3.0 credit hours

Foreign Language (3.0 Credit hours)
SPN 310    Conversational Spanish    3.0 credit hours

Natural Science (3.0 Credit hours)
BSC 310    General Biology    3.0 credit hours

Economics (6.0 Credit hours)
ECON 302    Principles of Economics (Microeconomics)    3.0 credit hours
ECON 303    Macroeconomics    3.0 credit hours
**Bachelor of Science Degree in Management Information Systems**

*(123 Credit Hours – Estimated Completion Time: 41 months)*

### Management Information Systems Core Courses (93.0 Credits Required)

#### Lower Division Major Courses (45 credits required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 100</td>
<td>Introduction to Computers (CNT I)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 114</td>
<td>Hardware fundamentals (CNT II)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Basic Operating Systems (CNT III)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 106</td>
<td>Networking Essentials (CNT IV)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 150</td>
<td>Security +</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 101</td>
<td>Basic Linux</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 103</td>
<td>Information Systems I</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 107</td>
<td>Introduction to Computer Forensics</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 100</td>
<td>Introduction to International Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 108</td>
<td>Advanced Computer Forensics</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 109</td>
<td>Oracle Database Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 200</td>
<td>Information Systems II</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 202</td>
<td>Advanced Linux</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 111</td>
<td>Introduction to Information Technology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Upper Division Major Courses (30 Credits Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 225</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 210</td>
<td>Administrative Computer Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 221</td>
<td>Windows 7 Configuration (MITP I)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 222</td>
<td>Inst. &amp; Config. Windows Server 2012 (MITP II)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 300</td>
<td>Administering Windows Server 2012 (MITP III)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 301</td>
<td>Conf. Adv. Windows S 2012 Services (MITP IV)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 302</td>
<td>HTML5 &amp; Web Development Fund. (MITP V)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 303</td>
<td>Database &amp; Security Administration (MITP VI)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 400</td>
<td>Introduction to Routing &amp; Switching (CCNA I)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 401</td>
<td>Implementing Routing Security (CCNA II)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 402</td>
<td>Intro.Routing &amp; Switching in Enterp. (CCNA III)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 403</td>
<td>Design. &amp; Supporting Computer Net (CCNA IV)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 405</td>
<td>Routing Protocols and Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>MRKT 101</td>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 203</td>
<td>Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Project Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Associate of Science Degree in Computer Information Technology
(60 Credit Hours – Estimated Completion Time: 20 months)

Program Description
The Computer Information Technology program is designed to train students for employment in various industries that utilize Computer skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as programming, database management, information systems, telecommunication and electronics. Courses include theory and skill building. Students have access to the computer lab to complete projects.

Program Objective
Upon completion of the Computer Information Technology Program, students may seek entry-level employment in business, government, or a variety of industries where computer science skills are needed. Graduates may also seek employment in the technology industry as: computer repair technicians, help desk support, networking technicians, Cisco networking technicians, Server administrators, Microsoft specialists, data analysts, internet security, software applications and configurations. Upon completion of the program, students/graduates will be prepared to take certification exams for various industry technology certifications including: CompTIA, Cisco, and Microsoft.

Program Outline
To receive an Associate of Science degree in Computer Information Technology, students must earn 60.0 credit hours. Program requirements are indicated in the following page. Credit hours in parentheses indicate the required number of credit hours in each discipline:
Associate of Science Degree in Computer Information Technology  
*(60 Credit Hours – Estimated Completion Time: 20 months)*

**General Education Courses (15.0 Credits Required)**

**Oral Communications (3.0 Credit hours)**
- ENGL 100 Language and Speech Communications 3.0 credit hours
- ENGL 115 Fundamentals of Public Speaking 3.0 credit hours
- SPC 200 Speech and Public Speaking 3.0 credit hours

**Humanities (3.0 Credit hours)**
- PHIL 102 Legal and Ethical Issues 3.0 credit hours
- PHIL 200 Introduction to Philosophy 3.0 credit hours

**Mathematics (3.0 Credit hours)**
- MATH 102 College Algebra 3.0 credit hours

**English (3.0 Credit hours)**
- ENGL 200 English Composition I 3.0 credit hours

**Behavioral Science / Social Environment (3.0 Credit hours)**
- PSY 201 Psychology 3.0 credit hours
- SOC 210 Sociology 3.0 credit hours

**Computer Information Technology Major Courses (33.0 Credits Required)**
- BUS 101 Introduction to Business 3.0 credit hours
- CIT 100 Introduction to Computers (CNT I) 3.0 credit hours
- CIT 114 Hardware Fundamentals (CNT II) 3.0 credit hours
- CIT 110 Basic Operating Systems (CNT III) 3.0 credit hours
- CIT 106 Networking Essentials (CNT IV) 3.0 credit hours
- CIT 150 Security + 3.0 credit hours
- CIT 221 Windows 7 Configuration (MITP I) 3.0 credit hours
- CIT 222 Inst. & Config. Windows Server 2012 (MITP II) 3.0 credit hours
- CIT 300 Administering Windows Server 2012 (MITP III) 3.0 credit hours
- CIT 301 Conf. Adv. Windows S 2012 Services (MITP IV) 3.0 credit hours
- CIT 302 HTML5 & Web Development Fund. (MITP V) 3.0 credit hours
- CIT 303 Database & Security Administration (MITP VI) 3.0 credit hours

**Elective Courses (12.0 Credits Required)**
- CIT 101 Basic Linux 3.0 credit hours
- CIT 400 Introduction to Routing and Switching (CCNA I) 3.0 credit hours
- CIT 401 Implementing Routing Security (CCNA II) 3.0 credit hours
- EMPL 101 Employment Skills 3.0 credit hours
- MRKT 101 Principles of Marketing 3.0 credit hours
- CIT 109 Oracle Database Administration 3.0 credit hours
- CIT 107 Introduction to Computer Forensics 3.0 credit hours
- CIT 225 Management Information Systems 3.0 credit hours
- MRKT 200 Marketing II 3.0 credit hours
DIPLOMA PROGRAMS Admissions Requirements

★ Must be 18 years or older or have written permission from a parent or legal guardian.
★ Complete in-person interview.
★ Complete enrollment agreement.
★ Provide a copy of high school diploma, or high school transcript, or GED, or similar document if they completed secondary education in another country. Documents from non-English speaking countries must be translated into English if the applicant is enrolling in an English speaking program. Documents from another country written in English do not require additional translation or evaluation. Applicants will not be required to provide proof of high school graduation when they provide the following:
   ★ Verification (official transcripts) of college credits or an earned degree from an accredited institution recognized by the United States Department of Education,
   ★ If documents are from another country not in English: An evaluation of an official transcript by an approved educational evaluator service attesting that the degree/or credits earned are equivalent to a degree/credits earned at a regionally accredited institution of higher education in the United States.
★ Provide official transcript from other licensed or approved postsecondary schools if seeking transfer credit. Documents must be translated into English if applicant is enrolling in an English speaking program. Applicants enrolling in Spanish speaking program are not required to have documents translated into English.

Acceptable postsecondary institutions of education include:
★ a) Institutions accredited by an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation, or
★ b) Institutions recognized by the Department / Ministry of Education of the country where the institution is in operation.

Admissions Processes for Diploma Programs

Students desiring to enter a Diploma Program at Atlantis University should contact the Admissions Office or log onto our website at www.atlantisuniversity.org to submit an application. Students should submit their applications well in advance of the date they desire to enter the University to permit proper scheduling and assure availability.

Local applicants are encouraged to visit the University in person. International applicants may apply online. The University uses a rolling admissions policy. Applicants will be notified of their acceptance or rejection by the University within ten days after the application is submitted. All admissions services are conducted on equal opportunity/equal access basis.

Our Admissions Offices are open throughout the week during the following hours: Monday through Friday, 9:00am to 8:00pm, and Saturday by appointment.
**Bookkeeping Diploma**

*(192 Clock Hours / 12 Credit Hours – Estimated Completion Time 4 months)*

**Program Description**

The Bookkeeping diploma program is designed to train students for employment in various industries that utilize Bookkeeping skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as business math, accounting, computer applications, and bookkeeping. Each course consists of theory and practical application. There are readings, projects, and exams as determined by each instructor to meet course and program objectives.

**Program Objective**

Upon completion of the Bookkeeping Program, students may seek entry-level employment in business, government, or a variety of industries where basic bookkeeping skills are needed.

**Program Outline**

To receive a Bookkeeping Diploma, students must complete 192 Clock hours or 12 Credit hours for the program. Program requirements are indicated below:

**Suggested Program Breakdown by Course**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 100</td>
<td>Introduction to Computers</td>
<td>48</td>
</tr>
<tr>
<td>ACCTG 110</td>
<td>Introduction to Accounting</td>
<td>48</td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping Basics</td>
<td>48</td>
</tr>
<tr>
<td>ACCTG 200</td>
<td>Computerized Accounting Applications (QuickBooks I)</td>
<td>48</td>
</tr>
</tbody>
</table>
Office Administrator Diploma
(336 Clock Hours / 21 Credit Hours – Estimated Completion Time 8 months)

Program Description
The Office Administrator diploma program is designed to train students for employment in various industries that utilize office administrator skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as Bookkeeping, Business Math, Administrative Support, Business Software Applications, Business Writing and Leadership. There are readings, projects, and exams as determined by each instructor to meet course and program objectives.

Program Objective
Upon completion of the Office Administrator Program, students may seek entry-level employment in business, government, or a variety of industries where basic administrative assisting skills are needed.

Program Outline
To receive an Office Administrator Diploma, students must complete 336 Clock hours or 21 Credit hours for the program. Program requirements are indicated below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 100</td>
<td>Introduction to Computers</td>
<td>48</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Basic Operating Systems</td>
<td>48</td>
</tr>
<tr>
<td>CIT 125</td>
<td>Introduction to Keyboarding</td>
<td>48</td>
</tr>
<tr>
<td>ACCTG 110</td>
<td>Accounting I</td>
<td>48</td>
</tr>
<tr>
<td>ENG 203 or</td>
<td>Effective Business Writing or English Composition I</td>
<td>48</td>
</tr>
<tr>
<td>ENG 200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 223 or</td>
<td>Leadership and Human Resources or Business Major Course</td>
<td>48</td>
</tr>
<tr>
<td>BUS Upper Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 200 or</td>
<td>Business Law or International Entrepreneurship</td>
<td>48</td>
</tr>
<tr>
<td>IB 400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Computer Network Technician Diploma (CNT)
(192 Clock Hours / 12 Credit Hours – Estimated Completion Time 4 months)

Program Description
This program prepares students for a technical career in job fields such as computer network technician or microcomputer service and repair. It is designed to prepare students to operate, install, diagnose, configure, troubleshoot, upgrade, and maintain microcomputers, all while getting an overall understanding of computer networks. Students will learn skills that prepare them to take the A+, Network+, and Security + Certification examinations.

Program Objective
The Computer Network Technician Program is designed to enable graduates to acquire the necessary knowledge, skills and preparedness to take the CompTIA A+, N+ and S+ Certification Exams.

Students get real hands on learning experience directly related to the real world working environment in professional classrooms settings with state-of-the-art technology lead by certified and highly qualified experienced professors.

Upon completion of the Computer Network Technician Program, students may seek entry-level employment in business, government, or a variety of industries where general computer networking and basic technical skills are needed.

Program Outline
To receive a Computer Network Technician Diploma, students must complete 192 Clock hours or 12 Credit hours for the program. Program requirements are indicated below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 100 or CIT 150</td>
<td>Introduction to Computers (CNT I) or Security +</td>
<td>48</td>
</tr>
<tr>
<td>CIT 114</td>
<td>Hardware Fundamentals (CNT II)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Basic Operating Systems (CNT III)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 106</td>
<td>Networking Essentials (CNT IV)</td>
<td>48</td>
</tr>
</tbody>
</table>
Program Description
The Microsoft IT Professional Program is designed for IT professionals who want to demonstrate their in-depth knowledge and technical skills of key Windows Server 2008 technologies: Active Directory Configuration, Network Infrastructure Configuration, and/or Applications Infrastructure Configuration.

The Microsoft IT Professional (MITP) Program’s objective is to have students gain expertise in designing and implementing the infrastructure for business solutions based on the Windows platforms, and Microsoft Windows Server Systems. By completing the program, individuals are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of the most advanced Windows operating system and Microsoft Windows Server System. Upon successful completion of this vocational technology program, students have the necessary skills to continue their career objectives within their working fields, specifically in IT related careers.

Program Objective
The Microsoft IT Professional Program is designed for the attainment of the necessary skills for students to analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows 2008 platform and Microsoft Windows Server System. Implementation responsibilities include installing, configuring, and troubleshooting network systems.

Upon completion of the Microsoft IT Professional Program, students may seek entry-level employment in business, government, or a variety of industries where a combination of basic computer technology solutions, installing, configuring, and troubleshooting skills are needed.

Program Outline
To receive a Microsoft IT Diploma, students must complete 288 Clock hours or 18 Credit hours for the program, as follows: 12 Credit hours in prescribed MITP curriculum, and an additional 6 credit hours in either MITP curriculum or related IT courses (Linux, Computer Forensics, Cisco, CNT, Oracle, other). Program requirements are indicated below.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 221</td>
<td>Windows 7 Configuration (MITP I)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 222</td>
<td>Installing and Configuring Windows Server 2012 (MITP II)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 300</td>
<td>Administering Windows Server 2012 (MITP III)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 301</td>
<td>Configuring Advanced Windows Server 2012 Services (MITP IV)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 302 or E</td>
<td>HTML5 &amp; Web Development Fundamentals (MITP V)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 303 or E</td>
<td>Database &amp; Security Administration (MITP VI)</td>
<td>48</td>
</tr>
</tbody>
</table>
**Systems and Network Administrator (SNA)**
*(192 Clock Hours / 12 Credit Hours – Estimated Completion Time 4 months)*

**Program Description**
The Systems and Network Administrator Program offers a hands-on approach to learning, and uses interactive tools and easy-to-follow labs to help students learn the general theory needed to build networks. The Systems and Network Administrator Program allows for quick application of learned concepts to encourage students to consider additional education in IT, and/or a profession in IT. It uses easy-to-follow, step-by-step labs that provide detailed instructions and feedback to help students reach the final solution. The Program entails highly interactive activities that stimulate learning and improve knowledge retention. The Systems and Network Administrator Program involves rich multimedia, including Flash-based activities, videos, and interactive quizzes that address a variety of learning styles, increase comprehension, and provide a rich learning experience.

**Program Objective**
The Systems and Network Administrator (SNA) Program provides foundational networking knowledge, practical experience, opportunities for career exploration, and soft-skills development to help students prepare for entry-level careers in IT and networking. Students who enroll in the Systems and Network Administrator Program are not expected to have any previous technical skills or knowledge, aside from basic PC usage skills. The Systems and Network Administrator Program teaches networking based on application covering the types of practical networks students may encounter, from simple home or small office networks to more complex enterprise models. Students learn the technical skills and soft skills needed to succeed in entry-level networking professions such as a network installer, help desk technician, pre-sales support technician, or network technician. The Systems and Network Administrator Program also provides an introduction to advanced technologies such as voice, video, wireless, and security.

**Suggested Program Breakdown by Course**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 221</td>
<td>Windows 7 Configuration (MITP I)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 222</td>
<td>Installing and Configuring Windows Server 2012 (MITP II)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 400</td>
<td>Introduction to Routing and Switching (CCNA I)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 401</td>
<td>Implementing Routing Security (CCNA II)</td>
<td>48</td>
</tr>
</tbody>
</table>
Computer Network Professional Diploma (CNP)
(672 Clock Hours / 42 Credit Hours – Estimated Completion Time 14 months)

Program Description
The Computer Network Professional (CNP) program at Atlantis University combines the training for the Computer Network Technician Program, the Microsoft IT Professional Program, and the Systems and Network Administrator (SNA) into one complete IT Professional Program. Therefore, the CNP Program prepares graduates for employment in the computer networking industry with a broad knowledge in Information Technology. The skills developed in the course work lead to successful careers as network administrator, data communication manager, communication specialist, and similar positions. Atlantis University laboratories allow for students to attain hands-on experiences in the design, deployment and management intra/internet client/server networks. Courses within this program can be transferred towards the AS and BS Degree Programs.

Program Objective
The Computer Network Professional (CNP) Program prepares students to become IT Professionals using the latest IT technologies of Industry Leaders such as, CompTIA, Cisco and Microsoft. Students are trained to gain the necessary skills and proven job-role capabilities to effectively work with Microsoft, CompTIA and Cisco technologies, analyze the business requirements, design and implement solutions for clients to be qualified for job opportunities in the IT industry.

Program Outline
To receive a Computer Network Professional Diploma, students must complete 672 Clock hours or 42 Credit hours for the program, as follows: 12 Credit hours in prescribed CNT curriculum, 9 Credit hours in prescribed MITP curriculum, 6 Credit hours in prescribed CCNA curriculum, and an additional 15 credit hours in IT related elective curriculum (Linux, Computer Forensics, Cisco, CNT, Oracle, other) as indicated in the program outline below: Program requirements are indicated below.
# Computer Network Professional Diploma (CNP)

*(672 Clock Hours / 42 Credit Hours – Estimated Completion Time 14 months)*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>CNT TRACK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 100 or CIT 150</td>
<td>Introduction to Computers (CNT I) or Security +</td>
<td>48</td>
</tr>
<tr>
<td>CIT 114</td>
<td>Hardware Fundamentals (CNT II)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Basic Operating Systems (CNT III)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 106</td>
<td>Networking Essentials (CNT IV)</td>
<td>48</td>
</tr>
<tr>
<td>MITP TRACK</td>
<td></td>
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</tr>
<tr>
<td>CIT 221</td>
<td>Windows 7 Configuration (MITP I)</td>
<td>48</td>
</tr>
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<td>Database &amp; Security Administration (MITP VI)</td>
<td>48</td>
</tr>
<tr>
<td>CCNA TRACK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 400</td>
<td>Introduction to Routing and Switching (CCNA I)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 401</td>
<td>Implementing Routing Security (CCNA II)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 402 or E</td>
<td>Intro. Routing &amp; Switching in the Enterprise (CCNA III)</td>
<td>48</td>
</tr>
<tr>
<td>CIT 403 or E</td>
<td>Designing &amp; Supporting Computer Networks (CCNA IV)</td>
<td>48</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 101</td>
<td>Basic Linux</td>
<td>48</td>
</tr>
<tr>
<td>CIT 202</td>
<td>Advanced Linux</td>
<td>48</td>
</tr>
<tr>
<td>CIT 107</td>
<td>Introduction to Computer Forensics</td>
<td>48</td>
</tr>
<tr>
<td>CIT 108</td>
<td>Advanced Computer Forensics</td>
<td>48</td>
</tr>
<tr>
<td>CIT 109</td>
<td>Oracle Database Administration</td>
<td>48</td>
</tr>
</tbody>
</table>
Language of Programs
Programs are taught in English or Spanish. Class starts vary depending upon the language of instruction.

International Students
Atlantis University is proud of the international character and cultural diversity of its student body and welcomes students from other nations. The University accepts F-1 and M Visas based upon a student’s program of study. In addition to the General Admissions Requirements, international student applicants must meet the following requirements:

- Certification of financial ability to meet tuition, and other necessary expenses.
- International Student Visa requirements

All applications should be submitted at least two (2) months prior to the start of a program.
**Personal Interview**
A personal interview with an admissions representative is required for all applicants prior to acceptance into their program. During this interview, the admissions representative evaluates an applicant’s career goals and potential for academic success.

**Acceptance by Institution**
The Atlantis University catalog is available online at the University’s website [www.atlantisuniversity.edu](http://www.atlantisuniversity.edu) for all applicants to review. Applicants receive catalogs prior to their interview. The catalog is reviewed during the interview with the applicant. The applicant is encouraged to ask questions and is given additional clarification. The applicant signs the enrollment agreement and attests to the fact that s/he understands the terms and conditions of attending Atlantis University. The applicant will be informed of the admissions decision by letter within ten (10) business days of the interview and submission and review of all required documents.

**Policies on Transferring Credit from Other Institutions**
Atlantis University accepts transfer credits applicable to an applicant’s program of study from other approved institutions. To apply for transfer credit, students must send an official copy of their transcript to the Academic Department for review and complete the corresponding paperwork for each transfer course. A transfer student’s transcript(s) becomes part of the official student permanent record. Atlantis University, upon evaluation, will determine how many credits, if any, will apply toward a degree. Credit may be granted only for courses in which grades of “C” or better have been earned (2.00 GPA or higher).

For undergraduate degrees students must complete at a minimum 25% of an undergraduate program at Atlantis University. For graduate degrees, students must complete at a minimum 50% of a graduate program at Atlantis University.

**Veteran’s Credit for Previous Education or Training**
A Veterans Administration benefit recipient is responsible to report all education and training. The University evaluates and grants credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Atlantis University recognizes and utilizes the American Council of Education (ACE) Guide for the evaluation of educational experiences in the Armed Services. Atlantis University will award college credit for appropriate learning acquired in military service at levels consistent with the ACE Guide recommendations and/or those transcripted by the Community College of the Air Force when applicable to a service member’s program.
Policies on Transferring Credit to Other Institutions
Atlantis University is not an accredited institution. Therefore, the acceptance of transfer credits by another institution is at the sole discretion of the receiving institution. Atlantis University cannot assure transfer of credit; however, Atlantis University has entered into articulation agreements with various regionally and nationally accredited colleges and universities.

Policies on Course or Program Cancellation
Atlantis University offers courses based on the students’ needs. However, if a course or program cancellation arises, due notice will be given to students. A decision to cancel a course is at the discretion of the Academic Department of Atlantis University. Upon making such decisions, the University will notify the potential and enrolled students by way of email, hard copy mail, and if appropriate, telephone. This decision would be based on an enrollment substantially below the expected level, and the pattern of levels of past enrollment and/or the unavailability of an appropriate instructor. The Atlantis University refund policy will apply.
Description of Institution

Atlantis University is located in Downtown Miami at 1442 Biscayne Boulevard, Miami – Florida 33132. The campus facility is made up of fully equipped lecture rooms, computer laboratories, administrative offices, library, restrooms, and a student lounge area occupying approximately 7,000 square feet. Atlantis University has offices for student services and career assistant services. Ample and secure parking is available. Students have access to Atlantis University’s facilities through public transportation.

Disabled parking spaces and paved ramps allow access to the physically disabled. Restrooms are equipped with railings.

Classrooms and Computer labs contain furniture and educational equipment for each student in the class. Students have access to the University’s Library and Resource Center where they can access the Online Library (LIRN) through high-speed Internet connected computers. Atlantis University facility also includes communal areas where students, faculty and staff can interact. Atlantis University is located near shopping malls, financial institutions, and major expressways for easy access.

Atlantis University is located at the center of Miami’s design district in the heart of the cultural, financial and commercial sector. It is located in the most international area of the city with proximity to all major expressways for easy access. For further information, please visit our website at www.atlantisuniversity.edu
**Institution Library**

The library is the information center of Atlantis University. The mission of the library is to facilitate and expedite access to information using appropriate resources to support the programs offered. In addition to textbooks and other media, the library provides students, faculty, and others with access to resources throughout the world via high-speed Internet connections and on-line and virtual subscriptions to research documents and publications.

Access to many of the Atlantis University library resources is provided through LIRN (Library & Information Resources Network, INC); and to address the needs of the Spanish-speaking student population, Atlantis University subscribes to Fuente Académica. The online library is available to students at any time, via password, with access to an Internet connected computer. This virtual library includes the following specific resources:

Program Resources: These include online journals, government documents, research institute reports, and Internet-based white papers, surveys, statistics, and similar information resources.

Online Books: The collection of online books includes more than 23,000 titles. Students and faculty may search the collection, view important resources, and highlight and print pertinent sections. They may also make notations for research purposes and create bookshelves of volumes necessary for current projects.


- **Government Resources**: These include 150,000 full-text government documents.
- **Career Development Resources**
- **General Reference Materials**: These include a comprehensive list of links to almanacs, dictionaries, maps, encyclopedias, and other reference works for swift and easy access to reference resources.
- **Life and Leisure Resources**: These include additional information resources for topics outside the classroom, including eldercare, genealogy, travel, consumer information, food and cooking, health-related issues, and more.

Staffed with a professional librarian, the Atlantis University library is an essential part of our student’s educational success. The mission of the library is to support the curricula offered by the institution.

**Equipment**

Atlantis University offers each student individual computer workstations to use while in class and on campus and makes other office equipment such as copiers and printers available in order to meet academic requirements.
Student Services

**Housing**
Atlantis University does not maintain housing for students but does provide resources to find nearby housing and shared accommodations.

**Student Records and Transcripts**
Student records are retained perpetually at the institution site in Florida in a fireproof cabinet. Computer records are backed up weekly and stored at Atlantis University.

Requests for copies of transcripts for personal use may be made by contacting the Registrar and paying the appropriate fee. The college will issue official copies to another college, employer, institution, or agency, only at the student’s request. Students and alumni may request copies of their academic records, which will be stamped ‘Student Copy.’ There is a $15 charge for each transcript after the issuance of one upon graduation.

**Records and Information**
Atlantis University maintains accurate academic transcripts for each student including each course in which the student is enrolled, the term, grade, and credit value. These transcripts are available to students upon request. Atlantis University maintains the following: accurate records of academic advisement and a copy of all decisions made in each academic advisement conference, records of personal counseling referrals made to students (which are kept confidential unless released by the student), a policy of non-discrimination based on disability, and other federal requirements for non-discrimination, and records of placement interviews arranged for the student as well as a record of employment decisions.

**Family Educational Rights and Privacy Act**
Atlantis University complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Laws 93-380, and Section 438. All students’ records are confidential.

**Career and Placement Services**
Placement services are available at no charge to the student. Atlantis University assists students in identifying career advancement opportunities in the field of study upon graduation, but does not guarantee employment. Graduates of the Spanish speaking programs may encounter employment limitations due to the fact that most businesses in the United States require fluency in the English language.
Support Services – Academic Advising

Atlantis University is committed to helping students achieve their academic and professional goals through academic advising. Academic Advising services provide students with information, guidance, and access to resources in order to obtain the maximum benefit from their educational experience at Atlantis University. Academic advisement is available from the Academic Department upon request from the student. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.
Maximum Number of Students per Class
The maximum number of students per course is established at 20 students to guarantee sufficient time for student/faculty interactions, adequate tutorships and feedback.

Syllabi
On the first day of class, students receive a copy of the course syllabus and course outlines and objectives.

Registration
Students will be admitted to receive a grade or credit only for classes for which they are registered. All students are expected to register for courses by the registration date listed in the academic calendar. Students may pre-register for courses. Only students in good standing, both academically and financially, are eligible to register for classes. To register, students must submit a completed registration form and pay all tuition and fees by the required dates. Alternative arrangements for payment must be made with the Administration Office prior to registration. The student must confirm that written notice of tuition payment arrangements is forwarded by the Administration Office to the Registrar. Students who fail to follow this procedure will not be considered registered and are not entitled to the student services of the university.

Late Registration
A student who wishes to register after the registration deadline may do so with the approval of the instructor and the Registrar up to two days past the start of class. There is a late registration fee of $25.

Failure to Register
A student who leaves the university without obtaining a leave of absence, or who fails to register and pay the required tuition or fees for more than one semester, must apply for readmission to the College.
**Leave of Absence (LOA)**

Students in good standing, who have a family or personal emergency, or who have military orders for active service, can take a leave of absence from Atlantis University and will not be required to apply for readmission. The student must make a written request for a leave of absence. The written request must state the nature of the emergency, and when the student is planning to resume classes. The leave may not exceed 180 days within any 12-month period. The leave of absence must be approved by the School Director. Once approved the student is considered to be on an approved leave of absence (LOA). Courses that have commenced prior to the date of the approved Leave of Absence will be assigned a grade of Early Drop (ED) or Late Drop (LD). Early Drop (ED) grades assigned to these courses are not used in the calculation of the GPA and completion percentage. Late Drop (LD) grades will be used in the calculation of the completion percentage. If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

**Withdrawals**

Students withdrawing from the university and seeking tuition refunds may notify the Administration Office of their intention to withdraw in writing. Nonattendance does not reduce or alter a student’s financial obligation to the university. If a student does not return when scheduled, he or she will be terminated. Atlantis University refund policy will apply. The last day of actual attendance will be used for refund purposes. Early Drop (ED) grades assigned to withdrawn courses are not used in the calculation of the student’s GPA. Late Drop (LD) grades will be used in the calculation of the student’s GPA.

**Failure to Withdraw**

Students who discontinue attendance in a course and who fail to withdraw within the designated period will earn the appropriate letter grade, an F.

**Attendance Policy**

Students are expected to attend classes as scheduled. In the event that a student is forced to be absent for any reason, it is recommended that the student consult with the instructor, in advance if possible, to establish how and when to make up missed coursework. There are no charges to make up work. If absences exceed three consecutive class sessions, the student’s academic advisor will be notified and the student will be subject to administrative review. Five (5) consecutive unexcused absences will result in termination.

The academic advisor will submit recommendations to the Administrative Director. Excused absences will be granted for extenuating circumstances only. In case of special hardship, a student may petition the Administrative Director for suspension of the requirement or permission to withdraw without penalty.
**Veteran’s Attendance Policy**

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students’ files.

Early departures, class cuts, tardies, etc, for any portion of a class period, will be counted as 1 (one) absence.

Students exceeding 3 (three) consecutive unexcused absences in a course will be terminated from their VA benefits for unsatisfactory attendance.

The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

**Grading Scale**

Atlantis University’s grading scale and academic standards are based on the following grade-point equivalents:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 59</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Make-Up Work Policy**

Students who are unable to complete required work by the end of a term may be granted an Incomplete grade (I) with the instructor’s approval. This make-up work policy is granted on a case-by-case basis. Arrangements must be completed within a stated time frame from the end of the course. Failure to make sure arrangements, without administrative approval, will result in a failing grade.
Standards of Academic Progress Policy (SAP Policy)

Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma or degree at Atlantis University. Students will be evaluated for academic progress at the end of each term. The satisfactory academic progress policy measures two factors:

1. Qualitative Measure (Cumulative GPA): Students must maintain a cumulative grade point average of 2.0 or higher for all credit hours attempted to remain compliant with SAP Policy. This amounts to a “C” average. The grade of “W” has no effect on the student’s cumulative grade point average.

2. Quantitative Measure (Credit Hour Progression): Students must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolls for 12 term credit hours the student is required to successfully complete a minimum of 8 term credit hours (12 x 67% = 8) for the term.

Maximum Timeframe to Complete (150%)

The maximum allowable timeframe for receiving aid is equal to 150% of the length of the program. For example, if a student is pursuing a program that requires 100 credits for graduation, he/she would reach the maximum timeframe at 150 credits attempted. The student will be withdrawn once it is determined that he/she has exceeded the allowable maximum time frame.

For transfer students, accepted transfer coursework will be counted in the maximum timeframe. Students can repeat a course, but the credits will also be applied toward the maximum timeframe.

Required remedial coursework will not be counted toward the student’s maximum timeframe (up to 30 credits).

SAP Terminology

“Attempted” means all credit hours for which a student is enrolled and has attended after the drop/add date for class enrollment.

Successful completion of a course is defined as a passing grade. Grades of “W” (withdrawn), “D” and “F” (failing), are not considered successful completion. A grade of “I” (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded.

A grade of “W” is given when a student drops from a course after it begins and they have attended.

An Incomplete “I” is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Students will
have two weeks from the term’s end date to complete course work. Otherwise, the grade will convert to an F.

Pass/fail grades count as both attempted and completed hours. Transfer credits are counted toward the student’s current program count as both attempted and completed hours.

The Institution does not provide for proficiency credits, non-credit courses, and remedial courses, therefore are not considered part of the students satisfactory academy progress.

**Repeat coursework**
The Institute allows a student to repeat a failed course once and allow only the last grade to count in the grade point average. A failed course is a course in which a student received a “D” or “F”. The policy does not remove the previous grade, but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted credit hours in calculating maximum timeframe to complete the course.

**Academic Standards for Degree and Diploma Candidates**
All students in Undergraduate Degree and/or in Diploma programs at the university should maintain at a minimum, a grade-point average of C (2.0) to receive credit. Students in Graduate Degree programs should maintain at a minimum, a grade-point average of 3.0 to receive credit. Successful course completion requires that all courses be successfully completed in order to graduate.

**Standards of Academic Progress for VA Students**
Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.00 each semester.

A VA student whose CGPA falls below 2.00 at the end of any semester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 2.00 at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.00.
Categories of Academic Progress:

1. **SAP Warning** - A student will be placed on SAP Warning at the end of a term for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior term. A financial aid warning is valid for one term and allows the student to remain eligible for Title IV (financial aid) funds for one term. If after one term the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.

2. **SAP Probation** - A student will be placed on academic probation for not meeting the standards outlined above for a second payment period. A student placed on academic probation is ineligible for Title IV (financial aid) funds unless a successful appeal is filed with the school director. The student appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on probation until the next payment period and regain eligibility for Title IV (financial aid) funds. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor that must be followed. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. If after one term, the student is again meeting satisfactory academic progress, the student will be removed from SAP probation.

3. **Academic Suspension** - A student will be placed on suspension for not meeting the academic standards outlined above after a term of probation and lose eligibility for Title IV (financial aid) funds as a result.

**Conditions for Reinstatement**
To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated cumulated grade point average and maximum time frame levels meet or exceed the minimum requirements. Financial aid eligibility resumes only after student returns to satisfactory recalculated qualitative and quantitative standards.
Drop/Add Period

Drop/Add Period for Degree Programs:
Courses can be added or dropped from the student’s schedule during the first week of the semester without penalties. However, the student must be aware of the penalties involved in adding or dropping a course after the second week of the semester. The timing of the drop will determine if a financial and academic penalty is incurred. It is the student’s responsibility to notify the Administration Office in writing anytime a change is requested.

An Early Drop (ED) grade will be given when a student drops a course during the first week of the semester. The ED will not be charged tuition or count as a course taken at the school. The ED will have no effect on the student’s GPA.

A Late Drop (LD) grade will be given when a student drops a course after completing the second week of the semester. The LD will be responsible for the entire tuition of the semester. Any and all grading on the student’s performance prior to completion of the second week of the semester will not be used in the calculation of a student’s GPA.

Changes Made by Institution Students and applicants will be notified about any changes made by the institution by affixing the change to the catalog and notifying student via mail.

Graduation Requirements
All students must complete the general graduation requirements as prescribed by the University, as well as degree requirements specified in the degree being pursued. Students meeting these requirements will be issued an Associate of Science Degree, a Bachelor of Science Degree, a Master of Science Degree, or a Doctorate Degree.

Students should request an exit interview in order to graduate. Accordingly, students must contact the Academic Director to schedule an appointment and/or make arrangements to complete the necessary paperwork.

Only those students who have completed all degree requirements are allowed to participate in the commencement exercises. Students will not be issued a degree or transcript of their records until all debts and obligations owed to the University have been satisfied. Students will not be issued a degree unless they are in good standing according to University policies and regulations. The student must not be on disciplinary probation.
**General Information**

**Student Conduct**
Students are expected to conduct themselves in accordance with the university’s goals as an educational institution. This means that students should treat all members of the university community with courtesy, and their behavior should reflect the basic principles of respect for persons and property. In order to maintain a learning environment that is safe and inviting for every member of the university community, instructors may, with the approval of the Administrative Director, exclude from class any student who exhibits unbecoming conduct. Improper conduct includes:

- Non-compliance with rules and regulations.
- Conduct that reflects unfavorably upon the school or its students.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of institution enrollment agreement.
- Failure to abide by the rules and regulations of clinical sites.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

**Student Obligations**
Should a student in any university program fail to meet his or her obligations with respect to all tuition, fees and charges when due, or fail to make satisfactory payment arrangements with the Business Office with regard to tuition, fees and charges, or the repayment of loans, the college may bar a student’s registration, refuse admittance to classrooms, restrict library privileges or withhold certificates and diplomas, until such obligations are met. Continued failure to meet student obligations may result in suspension from the university.

Should the students fail to return library materials when due, they will be responsible for fines and charges, which are posted in the Library. Further, if students fail to meet their library obligations, Atlantis University reserves the right to bar registration and withhold certificates and diplomas to which students would otherwise be entitled.
Atlantis University complies with Florida State Law prohibiting hazing. The definition of "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing is not allowed even with student consent. Any individual student or group of students found guilty of such violation will receive disciplinary probation, suspension, dismissal, expulsion or any combination of such penalties, depending upon the circumstances and the severity of the individual case.

After it has been determined that a student or employee of Atlantis University has participated in disruptive activities, the following penalties may be imposed against such person:(a) Immediate termination of contract of such employee; (b) Immediate expulsion of such student from the institution of higher learning for a minimum of 2 years.

It shall be considered a violation of this policy for any Atlantis University employee, faculty member, or student to abuse another through harassing conduct or communication. Whenever such misconduct exists, the supervisor or other appropriate person is required to take prompt and corrective action consistent with the discipline provisions of the appropriate policy.

**Americans with Disabilities Act (ADA)**

Atlantis University maintains compliance with the Americans with Disabilities Act by making reasonable accommodation within the scope of compliance of the ADA. Its facilities are outfitted with restroom equipment for the physically disabled, and handicapped parking is available on campus. Requests for additional reasonable accommodations can be made to the Academic Director.

**Sexual Harassment Policy**

Sexual harassment is unlawful and is unacceptable behavior at Atlantis University. It is unlawful to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint. As part of the University’s overall nondiscrimination policy, prohibits all forms of harassment of others because of race, color, religion, gender, age, national origin, ancestry, sexual orientation, physical or mental handicap, veteran or other protected status. In particular, an atmosphere of tension created by inappropriate sexual advances of any kind, discriminatory remarks or discriminatory animosity does not belong at the University and will not be tolerated. Full descriptions of the University’s sexual harassment policy are available from the Director of Student Services.
Grievance Procedures
Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relates to a complaint about a course, program of study, or grade. Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the institution director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. Atlantis University strives to ensure fair and equal treatment for all of its students. For this reason, it insists that full attention be given to any grievance a student may have.

1. Complaints against students or university employees shall first be directed to the individual. Complaints must be made within six months of the problem.
2. All students are urged to discuss openly and frankly their school-related concern, problems or questions with their teachers. Effective two-way communication between teacher and student has always served the best interests of both. Many problems can be resolved in this way. For this reason, all teachers are expected to listen carefully to the student, consider the problem and try to resolve it through direct conversation.
3. If the student is not satisfied with this solution, he/she may write to the Administrative Director, explaining the problem in detail. The Administrative Director will review this letter carefully together with the Administrative Director of Students and the Administrative Director and arrange a meeting with the student to further understand the situation. Within 10 working days, the Administrative Director should reply in writing to the student, stating the resolution of the matter.
4. If the student is still not satisfied with this solution, he/she may write a letter to the President of the University, stating the problem in detail and the steps that were taken to alleviate it. The decision of the President is final, and the student should receive a letter explaining that decision within 15 working days.
5. All communications must be in writing and on file.
6. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact:
   Commission for Independent Education
   325 West Gaines Street, Suite 1414
   Tallahassee, Florida 32399-0400
   888-224-6684 toll free / 850-245-3200
Drug-Free Learning and Working Environment
The unlawful possession, use, distribution, dispensation or manufacture of a controlled substance, including both illegal drugs and unauthorized use of alcohol or prescription drugs, is prohibited anywhere on the premises of Atlantis University. Violations of this policy will result in disciplinary procedures and/or criminal prosecution under state and federal laws.

Students or employees who are concerned about substance abuse are encouraged to consult with the Director of Student Services for confidential advice on resources available.

Academic Integrity
Honesty and integrity are core human and values. Atlantis University administration and faculty expect that each individual understands and takes responsibility for these values, for they are central to every aspect of student life, especially research, papers, coursework and examinations. Academic integrity is the responsibility of every student who registers at the University, undergraduate and graduate alike. Dishonesty diminishes the quality of scholarship and deceives all those who depend on the integrity of the University’s academic programs.

Students should be particularly careful not to compromise their academic integrity regarding examination behavior, fabrication and plagiarism. The use of any external assistance during an examination will be considered academically dishonest unless expressly authorized by the instructor. Inappropriate examination behavior includes, but is not limited to, communicating with another student in any way during an exam, copying material from another student’s examination, allowing another student to copy from one’s examination paper and using unauthorized notes or other unauthorized materials.

Furthermore, any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. Fabrication includes, but is not limited to, inventing or altering research for a research project or field project, and resubmitting returned and corrected academic work without the full knowledge and approval of the instructor. Plagiarism consists of appropriating and passing another’s ideas or words off as one’s own. When using another’s words or ideas, students must acknowledge the original source through recognized referencing practices. Students who are unsure whether or not a citation is necessary, or what sort of citation is appropriate, should consult with their advisor or course instructor. Use of another’s ideas or words must be properly acknowledged as follows:

- Direct quotations must be acknowledged by footnote citation and by either quotation marks or other appropriate designation.
- When another’s ideas are borrowed in whole or in part and restated in the student’s own words, proper acknowledgment must, nonetheless, be made.
- A footnote or proper internal citation must follow the paraphrased material.

Other forms of academic dishonesty include, but are not limited to, the submission of another’s paper as one’s own work, the use of a paper or essay to fulfill requirements in more than one class without both instructor’s knowledge and expressed permission, and the acquisition of a copy of an examination in advance without the knowledge and consent of the instructor.
Courses of Action
Students who have acted dishonestly or breached the code of Academic Integrity or other University student conduct policies may be subject to academic penalties, administrative review and/or dismissal from their academic programs, pending the decisions of the instructor and the director of the program. Students may appeal these decisions as outlined in the Grievance Procedure. It is University policy that suspensions, probations and dismissals be listed on academic transcripts.

Any student dismissed from the University, for violations of academic integrity, policy or rule of conduct may apply for readmission. In evaluating this reapplication, the Admissions staff will consult with the committee that originally made the decision to dismiss.

Academic Freedom
Atlantis University is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.
**ACADEMIC CALENDAR 2015**

### WINTER Semester 2015 (16 weeks)
- **Jan. 05, 2015**: Start of Winter Semester
- **Jan. 05 - Feb. 01**: Winter 2015 Term A
- **Jan. 19th, 2015**: Martin Luther King, Jr. Day
- **Feb. 02 - Mar. 01**: Winter 2015 - Term B
- **Feb. 16th, 2015**: President’s Day (Faculty Work Day)
- **Mar 02 - Mar 29**: Winter 2015 - Term C
- **Mar 30 - Apr 26**: Winter 2015 - Term D
- **April 02, 2015**: Holy Thursday (Faculty Work Day)
- **April 03, 2015**: Good Friday (AU closed)
- **April 26, 2015**: End of Winter Term
- **Apr 27 - May 03**: Spring break - No classes

### SUMMER Semester 2015 (16 weeks)
- **May 04, 2015**: Start of Summer Semester
- **May 04 - May 31**: Summer 2015 - Term A
- **May 25, 2015**: Memorial Day - (AU closed)
- **June 1 - June 28**: Summer 2015 - Term B
- **July 4, 2014**: Independence Day
- **June 29 - July 26**: Summer 2015 - Term C
- **July 27 - Aug.23**: Summer 2015 - Term D
- **August 23, 2015**: End of Summer Semester
- **Aug.24 - Aug. 30**: Summer Break

### FALL Semester 2015 (16 weeks)
- **Aug. 31, 2015**: Start of Fall Semester
- **Aug.31 - Sep 27**: Fall 2015 - Term A
- **Sept. 07, 2015**: Labor Day
- **Sept.28 -Oct.25**: Fall 2015 - Term B
- **Oct.26 - Nov.22**: Fall 2015 - Term C
- **Nov.23 - Dec.20**: Fall 2015 - Term D
- **Nov. 26 - 29**: Thanksgiving Break
Hours of Operations
Atlantis University’s hours of operations are from Monday through Friday between 9:00am to 8:00pm; except during the observation of National Holidays as indicated in the Academic Calendar.

Class Schedules
Day Schedule: Monday through Thursday 9:00am – 1:00pm
Evening Schedule: Monday through Thursday 6:00pm – 10:00pm
Distance Learning: Online classes are available 24 hours 7 days a week

Note: All students receive a 10 minute break for each class hour of instruction.

Orientation
Students who enroll in degree level programs may have to wait until the next semester start date to begin classes. For that reason, they are strongly advised to complete an open-enrollment Orientation course. During this course students learn study skills, develop employment, life skills, and work ethic, learn more about their field of interest, and have the opportunity to develop friendships with other students.

Calendar for Master and Doctorate Degree Programs
Master Degree Programs are offered continuously. Therefore, registration for these Programs is available on a continuous year-round basis. Students can get information about the Master Degree Programs starting dates through the University’s Student Services Office or at the information desk.

Calendar for Diploma Programs
Diploma Programs are offered continuously. Therefore, registration for these Programs is available on a continuous year-round basis. Students can get information about the Programs’ starting dates through the University’s Student Services Office or at the information desk.
Tuition and Payment

* Tuition for Credit Hour Degree Programs
Tuition will be charged at $299.00 per credit for Associate and Bachelor of Science Degree Programs. Tuition will be charged at $897.00 per credit for Graduate Degree Programs. The tuition rate is subject to change without notice. Tuition is charged by semester depending on the number of credits the student is enrolled in during the semester.

**Application Fee**
There is a one-time application fee of $50.00 for Undergraduate Degree Programs, and a one-time application fee of $100.00 for Graduate Degree Programs.

**Books and Learning Materials**
Textbook costs (approximately $100 per course) are additional and are paid for by the students. Students may purchase textbooks, required for each class, from local bookstores or from on-line providers.

* Costs for Diploma Programs
The costs for Diploma Programs are specific to each program. The cost of such programs is subject to change without notice. Other fees for Diploma Programs apply.

**Application Fee**
There is a one-time application fee of $50.00.

**Tuition**

<table>
<thead>
<tr>
<th>Program</th>
<th>Clock Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping</td>
<td>192</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Office Administrator</td>
<td>336</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>Computer Network Technician</td>
<td>192</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Microsoft IT Professional</td>
<td>288</td>
<td>$11,250.00</td>
</tr>
<tr>
<td>Systems and Network Administrator</td>
<td>192</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Computer Network Professional</td>
<td>672</td>
<td>$14,650.00</td>
</tr>
</tbody>
</table>

* Other Fees - Applicable to all Programs
Fee schedules for all courses and programs at Atlantis University, including distance learning programs, have been calculated on a semester basis and are subject to review and modification.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee (One-time Fee)</td>
<td>$50.00 (for undergraduate) or $100 (for graduate programs).</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$400.00</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>$400.00</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>$140.00</td>
</tr>
<tr>
<td>Online Platform</td>
<td>$400.00</td>
</tr>
<tr>
<td>Graduation (One-time Fee)</td>
<td>$250.00</td>
</tr>
</tbody>
</table>
AU Scholarship Programs

Atlantis University offers scholarships - ranging from academic to financial - available to students who meet the criteria set by the University. The University does not advertise scholarships. The scholarship amounts shown below are amounts that are subject to change. These amounts are typically disbursed in one installment per semester. Scholarships are available for all who qualify.

★ **Atlantis University Academic Scholarship and Criteria:** Funded by Atlantis University and provided for student applicants who have achieved academic excellence. Students must maintain a 3.50 GPA.

★ **Atlantis University Financial Scholarship and Criteria:** Funded by Atlantis University and provided for student applicants who have an unmet need and do not receive other scholarships that cover some or all the cost of tuition. The Criteria includes an Acceptance by the AU Board of Directors.

★ **Atlantis University Graduate Scholarship and Criteria:** Funded by Atlantis University and provided for student applicants who have graduated from one of our programs and are continuing their studies with Atlantis University. Students must have earned a Degree program at AU with a minimum GPA of 3.00.

★ **Asian Graduate Scholarship:** Funded by Atlantis University and provided for student applicants who have successfully graduated from a recognized higher education institution in the Asian Continent or from an Asian background and are continuing their studies with Atlantis University.

★ **Hispanic Graduate Scholarship and Criteria:** Funded by Atlantis University and provided for student applicants who have successfully graduated from a recognized higher education institution in Latin America or from a Hispanic background and are continuing their studies with Atlantis University. The Criteria includes an Acceptance by the AU Board of Directors.

**Additional Criteria for All Scholarships:**

★ Students may only qualify for one type of scholarship.
★ A completed Scholarship Form is required.
★ Amounts may range from $500 to $5,000 per semester.

Information and applications for these scholarships are available through the Financial Assistance Department. To further assist students, the school can also provide students with a listing of websites for additional scholarship benefactors. Applicants can contact agencies located in their community for more information.
REFUND POLICY

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation from the program may be in writing or verbally.
2. All tuition fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the University or if the student cancels within three (3) business days after signing the Enrollment Agreement and making an initial deposit.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. For Students enrolled in Degree Programs: Courses can be added or dropped from the student’s schedule during the first week of the course without penalties. Withdrawal or termination from the program after completion of the first full week of classes will result in no refund, and student will be responsible for the full cost of the semester.
5. For Students enrolled in Diploma Programs: Courses can be added or dropped from the student’s schedule during the first week of the course without penalties. Withdrawal or termination from the program prior to 20% completion of the registered courses in the term will result in a prorated refund of tuition. Cancellation after completing 20% of the registered courses in the term will result in no refund, and student will be responsible for the total cost of the program.
6. Books and materials for degree programs are not included in the cost of tuition and are charged separately from the tuition. Upon withdrawal from the school, books and materials are returnable if they are in good “as new” condition within 20 days of withdrawal.
7. The termination date for refund computation purposes is the last date of actual attendance by the student.
8. Refunds will be made within 30 days from the day the school determines the student has dropped. Date of determination will be within 14 days from the last date of attendance from students with five (5) consecutive unexcused absences, or the date the student provides an official notice to the school of their intention to withdraw from the school.

**Other Terms and Conditions.** A student may be terminated for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering the University site while under the influence or effects of alcohol, drugs, or narcotics, of any kind, carrying a concealed or potentially dangerous weapon or sexual harassment or harassment of any kind. Terms of the refund policy will apply. The University will provide its graduates with assistance and job leads upon graduation, but cannot guarantee job placement or employment.
The following policies apply to all students receiving VA educational benefits:

**Veteran’s Attendance Policy for Diploma Programs (Clock Hour Programs)**
The Veteran’s Attendance Policy applies only for Veteran students enrolled in Diploma Programs (clock hour programs), and it does not apply for Veteran students enrolled in degree programs:

- Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students’ files.
- Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as an absence.
- Students exceeding 20% (twenty percent) total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.
- In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.
- The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

**Standards of Academic Progress for VA Students**
Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.00 each semester.

- A VA student whose CGPA falls below 2.00 at the end of any semester, will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 2.00 at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.
- A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.00.

**Veteran’s Credit for Previous Education or Training**
Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.
Atlantis University understands and supports the educational needs of adult learners and those who cannot attend in-campus classes. Therefore, a Distance Education Division has been developed.

The Online Classes at Atlantis University are not easy substitutes for in-campus classes; they are as rigorous and as demanding as in-campus classes. And all rules and regulations of the University are enforced equally for in-campus and online students.

One of the many benefits of online classes is the convenience and flexibility of the schedule in which the student can take his/her courses; but attendance is required and monitored for computing final grades.

Online students at Atlantis University receive an orientation course to introduce them to the University’s online platform, the different tools they will be using as they progress in their courses, and all the resources available to them. All online students are expected to be computer-literate and familiar with the internet prior to orientation.
Academic Programs offered via Distance Education

There are different levels of programs offered through the Online Division at Atlantis University. Expected learning outcomes and completion requirements for these programs are identical to those in the in-campus programs.

**Degree Programs:**

- **School of Business**
  - Doctorate Degree Programs:
    - Doctor of Business Administration (DBA)
  - Master Degree Program:
    - Master of Business Administration (MBA)
  - Bachelor of Science Degree Program:
    - Business Administration
      - Major Concentrations in:
        - International Business
        - Marketing and Public Relations
        - Business Economics
        - Healthcare Management
  - Associate of Science Degree Programs:
    - Business Administration
    - Business Marketing
    - International Business

- **School of Computer Sciences and Technology**
  - Master Degree Program:
    - Master of Information Technology
  - Bachelor of Science Degree Programs:
    - Management Information Systems (MIS)
  - Associate of Science Degree Program:
    - Computer Information Technology

*Programs are taught in English or Spanish. Class starts vary depending upon the language of instruction. Evidence of English proficiency is required if a student’s primary language is not English and is enrolling in a program taught in English.*
Prerequisites for Admission in Distance Education

Admission requirements for distance education programs are identical to admission requirements for in-campus programs. Additionally, students must demonstrate the ability to succeed in an online web-based educational environment and are expected to be computer-literate and familiar with the internet prior to enrollment.

An assessment is given during the admissions process to evaluate the student’s abilities in such areas as computer literacy, self-discipline, motivation, and the requirements for successful completion of online courses. Additionally, to assess the student’s computer and internet skills and proficiency, an orientation and assessment is also given to the students prior to enrollment. Students scoring low proficiency results in their assessment are referred to the Online Academic Director for further review and orientation prior to starting an academic program via Distance Education.

Distance Education Facilities and Equipment

Atlantis University counts with ample and accessible computer labs with internet access for students use. The University also provides technical assistance, services and training through its online platform. Students enrolled in a Distance Education program, are required to have an Internet Service Provider (ISP) – a high-speed (ISP) is recommended, a Java capable browser, and Adobe Acrobat Reader. Online Students at Atlantis University receive an institutional email account (@atlantisuniversity.org) for all academic matters and personal use. The following are also required:
**Technical requirements**

The following list shows the minimum technical characteristics required for using the University’s virtual campus. The student must have access to equipment with these characteristics.

**Operating systems:**
- Microsoft Windows: XP, Vista, 7
- Unix/Linux or
- Mac OS X v10.4 or higher

**Browser:**
- Microsoft Internet Explorer 7 or higher
- Mozilla 3.6 or higher

**Hardware:**
- Internet connection
- 512 MB RAM or higher
- Sound Card and Speakers
- Pentium III processor, higher or compatible
- Display resolution 800 X 600 pixels (as minimum)
- USB Port

**Minimum technical competences:**
- Use correctly Web Browsing software
- Use an Office Package (Word processors, slide makers and spreadsheets).
- Be familiar with electronic communication processes and tools (e-mail, chat and social networks)

**Personal competences**
- Responsibility: In the virtual environment students are responsible for their own learning process.
- Commitment: Students must be committed with the process, the activities and their work team in order to have a successful learning experience.
- Honesty: Plagiarism and other forms of intellectual fraud will not be tolerated in the University’s virtual environment. For more information, refer to the school’s Copyright and Intellectual Property Policy
- Perseverance: For distance learning it’s essential that students can keep up with all the assignments in their due dates.
Distance Education Faculty/Student Interaction

Atlantis University ensures that faculty provides opportunities and means for timely and meaningful interaction with students appropriate to the learning environment. At Atlantis University faculty/student interaction is critical for success. And given the nature of online learning, this interaction becomes more and more important and necessary.

Distance Education programs at Atlantis University facilitate interaction between faculty/student and student/student. The different methods of interaction include: online lectures, emails, document sharing, chat rooms, and forums. Faculty members log in daily to assist students with questions and concerns. The University staff and faculty members make other resources available for contact like telephone, fax, and office visits. Moreover, the University encourages collaborative learning activities in the classroom for both in-campus and online students.

Atlantis University Online courses have a variety of constructive interaction activities. Most of them are accomplished through forum discussions and debates as academic activity. Also, most courses use a collaborative approach in developing final projects, so students can interact through the media provided, which is constantly available in the school’s online platform. Other interaction activities, such as chat and web meetings are required in every course, especially for online tutorships and real-time examinations.

Distance Education Services

Students enrolled in distance education programs have access to equivalent resources as students enrolled in residential programs. Atlantis University provides and supports students (both in-campus and online) and faculty access and user privileges to sufficient and appropriate library collections, as well as to other learning/information resources consistent with the programs offered. Atlantis University’s library holdings and electronic collections are adequately in support of the University programs and the in-campus and online student community.

For students enrolled in Online Courses/Programs, Atlantis University is committed to providing effective administrative, advising and instructional support in order to achieve learner-centered environment in the school’s distance education programs.

The Department of Student Services at Atlantis University ensures that student services are available to all in-campus and online students. Student Services to which students enrolled in distance education program(s)/course(s) of study have access to are the same as the services to which in-campus students enjoy, and such services cover areas such as coping skills, career development, budget and personal financial planning skills, general development, academic advising, testing, supervision and monitoring of attendance and leave of absence, graduate employment assistance and more.

All services are available for online students via the University website, virtual campus and social media, where students can access anytime, anywhere.
In addition to the regular student services available to all students, distance education students have additional resources adjusted to the online learning environment, such as online orientation, online technical assistance, online tutorials, videos, interaction spaces between faculty and students, and a guide to all other student services.

**Distance Education Academic Advising**

To ensure effective advising for online learners, Academic Advisors are available by phone and by E-mail, always accessible from the first contact that the student makes with the institution, all through the admission, enrollment, prosecution of studies and until graduation, as well as continuing education advising. Also, Academic advisement is available from the Academic Director upon request from the student. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

**Distance Education Career and Placement Services**

Career and Placement services are provided to all students through AU’s website, on the Career Services section students are able to upload their resumes, browse through job offers and postulate, receive advising and read information on how to prepare a resume and perform successfully in job interviews.

**Distance Education Technical and Instructional Support**

For technical and instructional support, AU offers a toll-free help line, which is available for students to use if they run into technical problems while taking an online course. The help desk also assists learners on the use of the virtual campus and the elements available in every online course. Also, asynchronous help is provided via AU’s virtual campus. Students can reach instructional personnel and clear specific doubts about activities inside a course, by publishing a message in the questions and concerns forum.

Distance education students have online tutoring available for every course, and they may reach the instructor or AU’s specialized personnel through the questions and concerns forum, where students may get tutorships from other students as well. Moreover, online courses have a specific schedule for online synchronous tutorships. During this time students can chat directly with the instructor or other students.
FACULTY AND ADMINISTRATION

ADMINISTRATION

Chancellor / President

Palacios, Omar
M.Ed. Master in Higher Education Management, Univ. los Andes, Bogotá – Colombia.
Magíster Scientiarium en Planificación y Gerencia, Universidad Del Zulia, Venezuela
M.A. Engineering, Universidad de Los Andes, Bogotá, Colombia
B.A. Education, Universidad Pedagógica y Tecnológica de Colombia, Tunja, Colombia

Chairman of the Board of Directors

Moreno, Maria Marleny
M.A. Education, Universidad de Los Andes, Bogotá, Colombia
B.A. Education, Universidad Pedagógica y Tecnológica de Colombia

Vice Chancellor of Academic Affairs / Executive Director / Director of Compliance

Palacios, Andrea Carolina
MBA Master of Business Administration, Adolfo Ibáñez School of Management, Miami - FL
Bachelor of Science in Business Administration, University of Missouri, Columbia – MO (Major: Management, Minor: French).
Higher Education Management Diploma, UNIR, Maracaibo, Venezuela

Director of Operations

Administrative Services

Palacios, Omar Andres
MBA Candidate, Atlantis University, Miami, FL
B.S Business Administration, Major: Economics - Smeal College of Business - The Pennsylvania State University, State College, PA
International Business Minor, The Pennsylvania State University, State College, PA

Director of Admissions / AU Veterans Liaison

Cruz Torres, Juan Francisco
MBA Candidate, Atlantis University, Miami, FL
Master Sargent/ US Marines Retired
Civil Engineering, Northern Virginia Community College, VA
Ingeniería Civil, University of Puerto Rico, PR

Academic Director

Palacios, Bianca Giselle
Doctor in Education Candidate, Northeastern University, Boston, MA
M.S. Higher Education Management, Florida International University, Miami, FL
B.A. Political Sciences, University of Missouri, Columbia, MO
Graduate School Director / Director of Online Division

Rocha, Jose
Ph.D. in Business Administration, Florida International University, Miami, Florida
Master of Science in Management of Technology, University of Miami, Miami, Florida
Master of Business Administration, State University of New York, New York, New York
Bachelor of Science in Management IT Systems, Tecnológico de Monterrey, Mexico

Registrar Office
Gonzalez, Mara
Bachelor of Science in Education, Barry University, Miami, FL
Faculty Hiring Criteria

ATLANTIS UNIVERSITY has a policy for maintaining a pool of qualified professors able to teach the courses related to the programs offered. Faculty hiring procedures are based on the joint recognition by all members of ATLANTIS UNIVERSITY staff that responsibility for selecting faculty from a pool of qualified applicants is shared cooperatively by the faculty, the administration, and the Board of Trustees participating effectively in all phases of the hiring process. Hiring procedures for full-time and adjunct faculty are designed to insure the hiring of faculty who are:

- Expert in their subject areas,
- Skilled in teaching and serving the needs of a varied student population,
- Capable of enhancing Atlantis University’s overall education effectiveness, and
- Sensitive to and representative of the ethnic and cultural diversity of the student’s population.

Graduate level courses mandate faculty holding doctoral degrees and/or master degrees in the subject matter and at least 5 years of relevant work experience in the field. The following provisions serve to ensure that Atlantis University Graduate courses are instructed by professionals with high levels of education and experience. Graduate faculty members are expected to establish and maintain a record of academic distinction, real-world experience and the ability to work with graduate students. The faculty member’s performance as a member of the graduate faculty is evaluated by the faculty member, department chair and dean during reviews and observations. If the faculty member’s scholarship, teaching or independent work with graduate students does not meet the guidelines or standards established by the department, college and the graduate council, the faculty member, the chair and the dean will develop a plan that they believe will result in the faculty member meeting those guidelines or standards. This plan will include actions to be undertaken by the faculty member, a timeline for those actions, and the support provided by the college for the faculty member’s successful and timely completion of those planned actions. The effectiveness of this plan will be a part of the faculty member’s next annual performance review. The performance of the faculty member as a member of the graduate faculty should have a substantial impact on the faculty member’s annual performance evaluation and on the dean and chair’s recommendation for merit, tenure, or promotion.
General Guidelines for Hiring Faculty for Master Degree Level Programs

- Expert in his or her subject areas
- Minimum of 5-years’ experience in his or her field
- Hold a terminal degree in the discipline or a related field; or provide clear evidence of exceptional scholarly achievement that obviates this requirement.
- Demonstrate an ongoing record of a variety of scholarly activities as described in the research and scholarly activities sections of the Tenure and Promotion Policy defined by the faculty member’s college and department.
- Demonstrate a minimum of 5-years successful graduate teaching and effective individual work with graduate students.
- Bilingual – English/Spanish
- Graduate-Level degrees are acceptable if all other parameters are met and the degree awarded is specific to subject matter.

General Guidelines for Hiring Distance Education Faculty:
The University’s hiring criteria for hiring distance education faculty is exactly the same as the criteria followed for hiring faculty for in-campus programs. In addition, Atlantis University ensures to employ faculty who have the qualifications and the experience to teach using distance education methods. Atlantis University hires competent faculty members qualified to accomplish the mission and goals of the University. Faculty members of Atlantis University for in-campus and online programs, are selected based on their specific academic, industrial, and experiential backgrounds that will enable the University to meet its program objectives.

Additionally, the University ensures to select candidates who demonstrate proficiency in teaching, performing appropriate technological skills, and possess current and accurate knowledge of their discipline. In addition, the school employs faculty who have the qualifications and the experience to teach using distance education methods. Finally, to be considered for a faculty position at Atlantis University, candidates must provide official transcripts, evidence of work and teaching experience, and verifiable references.

The University adheres to the following criteria for faculty teaching both in-campus and online courses:

- **Faculty teaching technical related courses** in an academic associate or baccalaureate degree program must provide evidence of a minimum of four years of related practical work experience in the subject area taught, and possess a related degree at least at the same level of the course the faculty member is teaching.
- **Faculty teaching general education courses** in an academic degree program must have, at a minimum, a master’s degree with appropriate academic coursework and preparation in the subject area taught.
- **Faculty teaching graduate degree courses** must possess a minimum of four years of related practical work experience, an earned doctorate degree or terminal degree in a related field of study, and appropriate preparation in the subject area taught or a master’s degree in an unrelated field of study.
FACULTY LISTING

Graduate Division Faculty

Rocha, Jose
Ph.D. in Business Administration, Florida International University, Miami, Florida
Master of Science in Management of Technology, University of Miami, Miami, Florida
Master of Business Administration, State University of New York, New York, New York
Bachelor of Science in Management IT Systems, Tecnológico de Monterrey, Mexico

Chavez, Joseph
Doctor of Public Administration, Nova Southeastern University, Fort Lauderdale, FL
Master of Urban Affairs, Boston University, Boston, MA
Graduate Certificated of Special Studies in Administration and Management, Harvard University, Cambridge, MA
Bachelor of Science, University of Massachusetts, Boston, MA

Sarit-Jade, Levy
Ph.D. Business Administration, Touro University International, Cypress, California
M.S. Management Engineering, Long Island University, Long Island, New York
M.S. Information Systems, Long Island University, Long Island, New York
B.A. Comparative Literature and History, Binghamton University State University of New York, Binghamton, New York

Similien, Georges
Ph.D. in Education Technology, Walden University, Minneapolis, MN
M.S. in Education Technology, Walden University, Minneapolis, MN
B.B.A. in Computer Information Systems, Bernard Baruch College – New York, N.Y.
A.A.S in Computer Information Systems, New York City Tech. College, Brooklyn, N.Y.

Molina, Luis
Ph.D. Business Administration, Specialization in International Management, Nova Southeastern University, Miami, FL
Master in Business Administration, Specialization in International business and Marketing, Regis University, Denver, CO
Bachelor of Science in Business Administration, International Business, Regis University, Denver, CO

Diaz, Veronica
Doctor of International Business Administration DIBA, Nova Southeastern University, Miami, FL
Master of International Business Administration MIBA, Nova Southeastern University, Miami, FL
Bachelor of Business Administration – Marketing Management, University of Puerto Rico, Puerto Rico, PR
Carreras, Alvaro
Doctor of Business Administration DBA, Nova Southeastern University, Miami, FL
Master of Business Administration MBA, University of Miami, Miami, FL
Bachelor of Science in Industrial Engineering, University of Miami, Miami, FL

General Education Faculty

Cannon, Cherrie
Doctoral Degree Candidate in Higher Education Administration and Leadership, Barry University, Miami, Florida
Master in Communication, Writing and Leadership Coaching, Gonzaga University, Spokane, Washington
Master of Arts in Speed and Communications/Education, University of Miami, Coral Gables, Florida

Crossett, Lucie
Master of Arts in Professional Communication and Public Relations, La Salle University
Bachelor of Science in International and European Economic Studies, University of New York, New York, New York

Fein, Randolph
Juris Doctor, Major: Law, Texas Southern University College of Law, Houston, Texas
B.S. Political Science, Nova Southeastern University, Fort Lauderdale, Florida
A.S. Legal Assisting, Miami-Dade Community College, Miami, Florida
A.S. Biology, Minor: Education, Florida International University, Miami, Florida

Rosado, James
Ph.D. Counseling Psychology, Columbia University, New York, N.Y.
Master of Philosophy in Counseling Psychology, Columbia University, New York, N.Y.
Specialist in Education, Counselor Education, University of Florida, Florida
B.S. in Psychology, University of Florida, Florida

Garces, Kelly
Juris Doctor with concentration in International Legal Practice, Nova Southeastern University, Miami, Florida
Bachelor of Arts in Psychology and Certificate in Law, Ethics and Society, Florida International University, Miami, Florida

Reyes, Sandra
Master of Science in Spanish Literature, Florida International University, Miami, Florida
Bachelor of Arts in Spanish and Latin American Studies, Rutgers University, New Jersey

Degree and Non-Degree Programs Faculty

Newell, Christopher
Master of Accounting, Florida International University, Miami, FL
Bachelor of Arts, Major: Accounting and Information Systems, Minor: Economics, Queens College, City University of New York, New York, NY

**Garcia, Jesus**
M.S. Computer Information Systems, Nova Southeastern University, Ft.Lauderdale, FL
B.S. Electrical Engineering, University of Camaguey, Cuba – Equivalent to B.S. Degree in Electrical Engineering, USA.
Diploma: Business Computer Programming, Miami Dade College, Miami, FL.

**Bannister, Eddie**
M.S. in Information Systems Management, Keller School of Management, Miami, FL
B.S. in Economics and Finance, Barry University, Miami, FL

**Lichtman, Randy**
Master in Business Administration Degree Candidate, Florida International University, Miami, FL
Master in Health Services Administration, Florida International University, Miami, FL
Bachelor of Music, Major: Music Therapy, Minor: English Education/Reading, Minor: Music Theory and Literature, Michigan State University, East Lansing, MI

**Chavez, Joseph**
Doctor of Public Administration, Nova Southeastern University, Fort Lauderdale, FL
Master of Urban Affairs, Boston University, Boston, MA
Graduate Certificate of Special Studies in Administration and Management, Harvard University, Cambridge, MA
Bachelor of Science, University of Massachusetts, Boston, MA

**Martinez, Santiago**
Master of Science in Management Information Systems, American Intercontinental University, Miami, FL
Bachelor of Science in Information Technology, American Intercontinental University, Miami, FL
A+, N+, S+, Linux+ Certified
Microsoft Office User Specialist Master, MCSE, MCDST, MCITP, MCTS

**Martin, Lori**
Ph.D. in Management, Specialization in Leadership and Organizational Change, Walden University, Minneapolis, MN
Master of Business Administration, specialization in Management and Human Resource Management, St. Thomas University, Miami, FL
Bachelor of Arts in Sociology and Management, University of Miami, Miami, FL

**Brown, Santarvis**
Doctor of Education Candidate, Educational Administration, California Coast University, California, Santa Ana, CA
Graduate Certificate in Educational Leadership, Gulf Coast College, Panama City, FL

2015 Catalog, Volume XV.I
Master of Arts in Management & Leadership, Liberty University, Lynchburg, VA
Bachelor of Arts in Religion & Philosophy, Florida Memorial University, Miami, FL

Similien, Georges
Ph.D. in Education Technology, Walden University, Minneapolis, MN
M.S. in Education Technology, Walden University, Minneapolis, MN
B.B.A. in Computer Information Systems, Bernard Baruch College – New York, N.Y.
A.A.S in Computer Information Systems, New York City Tech. College, Brooklyn, N.Y.

Cavalaris, James
Certified Public Accountant, Certificate: Taxation, St. Thomas University, Miami Florida
M.S. Accounting, St. Thomas University, Miami, Florida.
B.S. Business Administration – Major: Accounting, University of Colorado, Boulder, Colorado.

Molina, Luis
Ph.D. Business Administration, Specialization in International Management, Nova
Southeastern University, Miami, Florida
Master in Business Administration, Specialization in International business and Marketing,
Regis University, Denver, Colorado
Bachelor of Science in Business Administration, International Business, Regis University,
Denver, Colorado

Kolman, Donna
Master in Human Resource Management, Nova Southeastern University, Miami, Florida
Bachelor Degree in Strategic Human Resources Management, Barry University, Miami, Florida

Chance, Richard
Master of Science in Management Information Systems, Florida International University,
Miami, Florida
Bachelor of Arts in Management Information Systems, Florida International University, Miami, Florida

Buchanan, John
Master of Business Administration, Finance, Nova Southeastern University, Miami, Florida
Bachelor of Business Administration, International Business and Trade, Florida Atlantic
University, Fort Lauderdale Florida
Bachelor of Business Administration – Accounting, Florida Atlantic University, Fort Lauderdale, Florida

Quintero, Vielka
Master of Business Administration, Emphasis: Management, Kaplan University, Fort
Lauderdale, Florida
B.S. Computer Science and Statistics, Major: Computer Science, Santa Maria La Antigua
University, Panama
Rocha, Jose
Ph.D. in business Administration, Florida International University, Miami, Florida
Master of Science in Management of Technology, University of Miami, Miami, Florida
Master of Business Administration, State University of New York, New York, New York
Bachelor of Science in Management IT Systems, Tecnológico de Monterrey, Mexico

Ocasio, Pedro
Bachelor of Science in Electrical Engineering, Polytechnic University of Puerto Rico, Puerto Rico, PR
MCSE, MCSA, MCP, NET+, A+ Certified

Romero, Mauricio
Juris Doctor, Universidad Centro Americana, Managua, Nicaragua
N+ and A+ Certified

Perez, Carlos
Bachelor of Science in Computer Science, St. Thomas University, Miami, Florida
CCNA, MCSE, Microsoft Exchange, Novell CAN, A+, N+, S+, Linux Certified
Each clock or credit hour is 50 minutes (Clock hours are for Diploma Programs and Credit Hours are for Associate of Science, Bachelor of Science and Master Degree Programs). The course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbers include letters that use abbreviations or words to indicate the course subject matter. The numbers indicate the level of the course. For example, ACCTG indicates accounting. The 100 and 200 level courses indicate Associate Degree level courses, 300 and 400 level courses are for Bachelor of Science Degree Programs, 500 and 600 level courses are for Master Degree Programs, and 800 and 900 level courses are for Doctorate Degree Programs.

Prefixes

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<thead>
<tr>
<th>Prefix</th>
<th>Subject</th>
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<tbody>
<tr>
<td>ACCTG</td>
<td>Accounting</td>
<td>BUS</td>
<td>General Business</td>
<td>RB</td>
<td>Research</td>
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<tr>
<td>BSC</td>
<td>Biology</td>
<td>ECON</td>
<td>Economics</td>
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<tr>
<td>CIT</td>
<td>Computers &amp; Information</td>
<td>ENGL</td>
<td>English</td>
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<td></td>
<td>Technology</td>
<td>EMPL</td>
<td>Employment Skills</td>
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<td>HSA</td>
<td>HealthCare Management</td>
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<tr>
<td>IB</td>
<td>International Business</td>
<td>MRKT</td>
<td>Marketing</td>
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<td>MATH</td>
<td>Mathematics</td>
<td>PSY</td>
<td>Psychology</td>
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<td>PHIL</td>
<td>Philosophy</td>
<td>STAT</td>
<td>Statistics</td>
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<td>Speech</td>
<td>SPN</td>
<td>Spanish</td>
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<td>MBA</td>
<td>Master of Business Administration</td>
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<td>MIT</td>
<td>Master of Information Technology</td>
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<tr>
<td>DBA</td>
<td>Doctorate of Business Administration</td>
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<tr>
<td>ACCTG 101</td>
<td>Bookkeeping Basics</td>
<td>Introduction to basic bookkeeping techniques and applications.</td>
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<tr>
<td>ACCTG 102</td>
<td>Intermediate Bookkeeping</td>
<td>Intermediate bookkeeping techniques and applications. Pre-Requisite: ACCTG 101</td>
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<tr>
<td>ACCTG 110</td>
<td>Accounting I</td>
<td>Introduction to financial and managerial accounting as they relate to business management and investor decision making.</td>
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<td>This course is an introduction to the basic accounting concepts. These include the accounting cycle, basic ledger accounts, the journal, balance sheet, income statement, statement of retained earnings, statement of cash flows, accruals and deferrals, preparing and using a worksheet, types of inventory, assets and liabilities, valuation of assets, depreciation and intangible assets.</td>
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<tr>
<td>ACCTG 210</td>
<td>Accounting II</td>
<td>Intermediate financial and managerial accounting as they relate to business management and investor decision making. Pre-Requisite: ACCTG 110</td>
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<tr>
<td>BSC 310</td>
<td>General Biology</td>
<td>Introduction to elementary cell structure, metabolism, and reproduction. Explores aspects of general and biological chemistry, cell cycles, DNA structure and replication, protein synthesis, nature of heredity and the genetic basis of speciation.</td>
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<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>This is a broad survey of fundamental business concepts, such as management, marketing, human resources, and financial management and policy. General principles of business ethics and business law are also discussed. This course introduces students to the business and commercial world, while it lays the foundation for their meaningful participation in more advanced classes. Introduces an overview of business in an increasingly global society.</td>
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<td>BUS 102</td>
<td>Principles of Management</td>
<td>Exploration of the social, legal, political, regulatory, technological and ethical aspects of the business environment. An introductory business course that helps students learn business terminology and provides preliminary study into the areas of economics, global business, ethics, business ownership, business management, human resource management, marketing, accounting and finance.</td>
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<td>BUS 104</td>
<td>Leadership and Supervisory Skills</td>
<td>Exploration of the core issues in leadership and supervision. Students will participate in leadership development activities and learn about the role of supervisor.</td>
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<td>BUS 105</td>
<td>Workplace Performance</td>
<td>Exploration of workplace performance. Provides basis for understanding and evaluating the workplace environment.</td>
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<tr>
<td>BUS 106</td>
<td>Effective Administrative Support</td>
<td>Examination of the knowledge and skills necessary for effective administrative support.</td>
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<td>BUS 107</td>
<td>Introduction to the Workplace</td>
<td>Introduction to and exploration of the workplace environment.</td>
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<tr>
<td>BUS 108</td>
<td>Administration of Sales and Inventories</td>
<td>Exploration of sales management. Application of modern management principles: sales force planning, organization, inventories and administration, selection and training. The development, scope and objectives of production control, as well as the dynamics of managing inventory in the changing industrial and commercial environment. Scheduling, control, critical path, forecasting sales and inventory requirements, computer applications to inventory control problems, building inventory models, simulation, and the relationships of inventory control to marketing management and production control.</td>
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<tr>
<td>BUS 200</td>
<td>Business Law</td>
<td>Introduction to the legal environment that affects individuals, businesses, and business transactions. In addition to providing a general introduction to the American legal system, it focus on specific legal topics such as contracts, maximizing purchasing power through credit, purchasing appropriate insurance, contracting, renting and owning real state. This course focuses on getting across a practical basic understanding of international business, contracts, the internet and the pertinent legal issues that are raised in the real world.</td>
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<tr>
<td>BUS 201</td>
<td>Strategy Management and Decision Making</td>
<td>This course is designed to explore the problems faced by the management of an organization. Exploration of markets, industry analysis, and business strategy. Discussion of price setting, micro and macroeconomic environments and formulation of competitive strategy. After looking at the development of a suitable framework for problem analysis it will then deal with the concept of strategy: Strategic analysis, Relating strategy to the future development of the organization, Implementing strategic plans Pre-Requisite: BUS 102</td>
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<td>BUS 203</td>
<td>Operations Management</td>
<td>Exploration of methods for optimizing scarce resources. Management of the production function in business firms with special attention given to production, transportation, inventory, quality and cost control. It provides a broad understanding and knowledge of several operations management concepts such as operations strategy, process design, forecasting, inventory management, scheduling, and quality management and how they applied to actual business situations. Pre-Requisite: MATH 102</td>
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<tr>
<td>BUS 223</td>
<td>Human Resource Management</td>
<td>Application of organizational behavior theories, concepts, and skills to leadership, management, training, motivation and supervision of staff in organizations. This course focuses on the topics of the management discipline related to human resources. The course objective is to expose the students to HR related issues that will be useful in their careers. The course presents both the theoretical and practical aspects of human resources in a global perspective. Practical features are studied through cases. Pre-Requisite: 2nd Year Standing</td>
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<tr>
<td>BUS 225</td>
<td>Social and Cultural Business Practices</td>
<td>Examination of organizational theories processes of organizational behavior and businesses social and cultural performance.</td>
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<tr>
<td>BUS 227</td>
<td>Project Management</td>
<td>This course teaches students to understand the purpose and interpretation of company budgets and how to develop them from a management perspective. One of the main aims of the course is to provide students with the main concepts, tools and techniques for budgeting and therefore enable them to analyze budgeting variances. Exploration of cost and value management. Emphasizes project cost control and budgeting and application of techniques to manage projects in a modern business environment. Pre-Requisite: ACCTG 110</td>
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<tr>
<td>BUS 308</td>
<td>Ethics and Social Responsibility</td>
<td>The application of ethical theory to business management. A review of ethical systems, and examples, theoretical and practical of institutionalizing ethics in organizations. Case analyses used and written projects required. Prerequisites: Business Major.</td>
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<tr>
<td>BUS 330</td>
<td>Cultural Environment of International Business</td>
<td>Deep study of international businesses and the interactions of multinational firms in the global arena. Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>BUS 204</td>
<td>Introduction to Project Management</td>
<td>Exploration of cost and value management. Emphasizes project cost control and budgeting and application of techniques to manage projects in a modern business environment. Pre-Requisite: ACCTG 110</td>
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<tr>
<td>BUS 423</td>
<td>E-Commerce Management</td>
<td>Study of current publications and newspapers. Pre-Requisite: International Business Major – Business Administration Bachelor's Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>CAP 300</td>
<td>2-D Illustration and Image Editing I</td>
<td>Intermediate instruction on graphic design theory and practice, typography, intermediate and advanced capabilities of 2-dimensional vector-drawing based graphic applications.</td>
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<tr>
<td>CAP 301</td>
<td>Multimedia Production I</td>
<td>Introduction to Digital Video and Audio files for multimedia, integration of media files into multimedia productions and emphasizes digital video editing, sound editing, an introduction to 2-D animation and basic multimedia authoring. Pre-requisite: Graphic Design Major</td>
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<tr>
<td>CAP 400</td>
<td>2-D Illustration and Image Editing I</td>
<td>Continuation of CAP 101. Discover general image editing techniques, photo manipulation techniques, using pixel-based image editing software. Pre-requisite: CAP 101 / Graphic Design Major</td>
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<tr>
<td>CAP 401</td>
<td>Multimedia Production II</td>
<td>Continuation of CAP 202. Emphasis on multimedia integration, user interface design, interactive project design, basic interactive multimedia projects combining and synchronizing graphics, text, audio, animation, and digital video. Pre-requisite: CAP 200 / Graphic Design Major</td>
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<tr>
<td>CGS 303</td>
<td>Layout and Composition for Print Publication I</td>
<td>Layout instructions, single and multi-page layout, advanced typography and integrating graphics with text. Commercial printing is introduced. Pre-requisite: Senior Year Standing / Graphic Design</td>
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<td>CGS 403</td>
<td>Layout and Composition for Print Publication II</td>
<td>Continues CGS 400. Intermediate and advanced page layout design issues, commercial pre-press and print requirements, design of multiple page publications and publishing practices. Pre-requisite: CGS 400</td>
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<td>CGS 304</td>
<td>Delivery Systems for Electronic</td>
<td>Composition applications and delivery systems for electronic distribution of graphic design projects. Creating content for the WWW, creation of Web Pages and complete website layout and design. Including: Sound, Video, and animation within the web page. Pre-requisite: Senior Standing Graphic Design</td>
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<tr>
<td>CGS 404</td>
<td>Delivery Systems for Electronic</td>
<td>Continues CGS 404. Usage of advanced capabilities of multimedia authoring applications, advanced user interface design, theoretical and practical issues specific to electronic distribution of graphic design publications, develop content for the WWW and exploring web animation.</td>
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<tr>
<td>CIT 100</td>
<td>Introduction to Computers (CNT I)</td>
<td>Introduction to major uses of microcomputers for business applications. Topics covered include computer literacy and the use of industry-standard software packages for word processing and decision-making models, spreadsheets, database, and presentation graphics.</td>
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<tr>
<td>CIT 101</td>
<td>Basic Linux</td>
<td>The course covers the main objectives of the LPIC-1 exams 101 and 102. It provides the student with an overview of the Linux fundamentals, such as operating system installation, configuration, maintenance, applications, networking, and security. The text specifically provides real-world scenarios, hands-on exercises, and exam prep software designed for those interested in passing the Linux Professional Institute exams 101 and 102.</td>
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<tr>
<td>CIT 103</td>
<td>Information Systems I</td>
<td>It emphasizes the study of information system support for administrative areas such as accounting, management and production, and operation management. It provides a foundation to participate and to explore the dynamic, multimedia landscape of the twenty-first century. This course also examines the nature of information systems and information processing techniques. Topics covered include input and output, primary and secondary storage, data validation and testing, systems and applications software and data security.</td>
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<td>CIT 104</td>
<td>Internet Basics</td>
<td>Understanding how to use the Internet for communication and research.</td>
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<td>CIT 106</td>
<td>Networking Essentials (CNT IV)</td>
<td>Exploration to networking and telecommunications. Introduction to digital network topologies, systems integration, communications management and security.</td>
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<td>CIT 109</td>
<td>Oracle Database Administration</td>
<td>The course covers the objectives of Exam 1Z0-147 associated with the Oracle PL/SQL Developer Certified Associate track. The course also focuses on PL/SQL Application Programming, Basic Block Structures, handling data, cursors, and exceptions, SQL procedures, functions, and packages, plus compiling, dependencies and database triggers.</td>
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<td>CIT 110</td>
<td>Basic Operating Systems (CNT III)</td>
<td>Exploration of computer operating systems. Fundamentals of computer hardware, the building blocks of digital circuits, microprocessor systems and applications.</td>
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<td>CIT 111</td>
<td>Introduction to Information Technology</td>
<td>Introduction to communication technology and information management. Exploration of the use, analysis and design of information systems and technologies to organize, coordinate, and inform human enterprises.</td>
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<td>CIT 112</td>
<td>Electronics I</td>
<td>Exploration of computer electronics. Fundamentals of computer hardware, the building blocks of digital circuits, microprocessor systems and applications.</td>
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<td>CIT 113</td>
<td>Operating Systems I</td>
<td>Exploration of computer operating systems. Discussion of services, file systems, resource management, synchronization, process cooperation and interference, networks, and protection and security. Pre-Requisite: CIT 100</td>
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<td>CIT 114</td>
<td>Hardware Fundamentals (CNT II)</td>
<td>Exploration of topics in computer infrastructure. Discussion of hardware, operating systems, networking and internetworking, and troubleshooting.</td>
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<td>CIT 200</td>
<td>Information Systems II</td>
<td>Exploration of specification, design, and implementation of information systems directed at aiding decision making in organizations. Prerequisite: CIT 103</td>
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<tr>
<td>CIT 202</td>
<td>Advanced Linux</td>
<td>The course covers the main objectives of the LPIC-2 exams 201 and 202. It provides the student with an in-depth assessment of the Linux operating system and concentrates on advanced topics such as system startup, Kernel configuration, advanced disk management, networking and DNS server configuration, configuration of file servers, Web servers and Email servers, security plus troubleshooting boot, kernel, and system resources. The course text also provides real-world scenarios, hands-on exercises, and exam prep software designed for those interested in passing the Linux Professional Institute exams 201 and 202.</td>
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<td>CIT 107</td>
<td>Introduction to Computers Forensics</td>
<td>This course covers the fundamentals of computer forensics investigations, including laboratory setup and requirements, data acquisition, crime and incident processing, forensics tools utilization, analysis and validation, e-mail investigations, cell phone and mobile devices, report writing, and expert testimony. In addition, the course is designed to guide the student toward becoming a skilled computer forensics investigator and to prepare the student for the prerequisites towards the EnCase forensics certification exams and various other forensics certification exams.</td>
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<tr>
<td>CIT 108</td>
<td>Advanced Computer Forensics</td>
<td>This course covers a wide range of computer forensics topics and concepts geared toward the intermediate to advanced user. From the process of acquiring digital evidence to bookmarking data to analyzing system artifacts, the student will gain in-depth, comprehensive knowledge of key fundamentals and complex concepts used in the computer forensics industry. The course is also designed for students seeking the EnCase Certified Examiner (EnCE) certification, which has become the global gold standard in computer forensics certification.</td>
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<td>CIT 150</td>
<td>Security +</td>
<td>This course offers a comprehensive guide for anyone wishing to take the CompTIA Security + SY0-301 Certification Exam. It provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security. Students will also engage in activities that link to the Information Security Community Site.</td>
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<td>CIT 210</td>
<td>Administrative Computer Systems</td>
<td>Introduction to the concept of databases, including the storage, manipulation, evaluation, and display of data, and related issues. Pre-Requisite: CIT 103 or CIT 111</td>
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<td>CIT 221</td>
<td>Windows 7 Configuration (MCITP I)</td>
<td>Exploration of computers as learning tools. Using software to support learning, including databases, spreadsheets, semantic networks, expert systems, hypermedia construction, modeling tools and computer conferencing. Pre-Requisite: CIT 225</td>
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<td>CIT 222</td>
<td>Installing and Configuring Windows Server 2012 (MCITP II)</td>
<td>This course covers the objectives and prepares the student for the 70-410 certification exam, which is the first exam required in order to obtain the Microsoft Certified Solutions Associate (MCSA) certification. The course content includes Windows Server 2012 installation and configuration, printing, file and share access, Virtual Machine settings and storage, Hyper-V, IPv4 and IPv6, DHCP, DNS, Active Directory, GPOs, and Windows Firewall configuration.</td>
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<td>CIT 225</td>
<td>Management Information Systems</td>
<td>Introduction to information systems in business organizations. Topics include resources, information systems in an organization, social implications and use and evaluation of common microcomputer software packages. Pre-Requisite: CIT 103 and BUS 101</td>
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<td>CIT 230</td>
<td>Introduction to Computer Information Systems</td>
<td>Fundamentals necessary to succeed in advanced computer coursework (hardware, software, peripherals, networks, operating systems and the internet). Processing spreadsheets. Pre-Requisite: Graphic Design Major – Upper Level Division Graphic Design.</td>
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<td>CIT 300</td>
<td>Administering Windows Server 2012 (MCITP III)</td>
<td>This course covers the objectives and prepares the student for the 70-411 certification exam, which is required in order to obtain the Microsoft Certified Solutions Associate (MCSA) certification. The course content includes deploying and managing server images, implementing Patch Management, configuring DFS, File Services and Disk Encryption, File Server Resource Manager, DNS zones and records, VPNs, NPS policies, NAP, authentication, AD and account policies, managing AD and Group Policy settings, objects and policy preferences.</td>
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<td>CIT 301</td>
<td>Configuring Advanced Windows Server 2012 Services (MCITP IV)</td>
<td>This course covers the objectives and prepares the student for the 70-412 certification exam, which is required in order to obtain the Microsoft Certified Solutions Associate (MCSA) certification. The course teaches the student to configure Network Load Balancing and Failover Clustering, manage VM movement, advanced file services, Dynamic Access Control, optimize storage and backups, implement advanced DNS solutions, IPAM, configure trust, sites, domains and forests, AD and SYSVOL replication, install Certificate services and AD Rights Management services.</td>
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<td>CIT 302</td>
<td>HTML5 and Web Development Fundamentals (MCITP V)</td>
<td>This course prepares the student for two MTA (Microsoft Technology Associate) certification exams, 98-363 and 98-375. Course content is programming driven. During half of the course, the student learns</td>
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about creating Web pages, working with XML, Data Objects and WCF, Client-Side scripting, plus troubleshooting and deploying Web applications; during the latter half, the student learns to manage the Application Life Cycle, builds the UI using HTML5 and manages text and content flow using CSS, uses JavaScript and coding essentials for the Touch Interface devices, creates animations, and works with graphics and data access.

CIT 303  Database and Security Administration (MCITP VI)  This course prepares the student for two MTA (Microsoft Technology Associate) certification exams, 98-364 and 98-367. During the first half of the course, the student learns about core database concepts, DML, DDL statements, Joins and Unions, normalization, Data Manipulation, clustered and non-clustered indexes, backing up and restoring databases; during the latter half, the student explores CIA, threats and attacks, IPSec, social engineering, TACACS+ and RADIUS, encryption, VPNs, policies, MAC filtering, Malware, and IE security.

CIT 400  Introduction to Routing and Switching (CCNA I)  CISCO Networking Academy Curriculum
* Upper Level Division Management Information Systems

CIT 401  Implementing Routing Security (CCNA II)  CISCO Networking Academy Curriculum
* Upper Level Division Management Information Systems

CIT 402  Introducing Routing and Switching in the Enterprise (CCNA III)  CISCO Networking Academy Curriculum
* Upper Level Division Management Information Systems

CIT 403  Designing and Supporting Computer Networks (CCNA IV)  CISCO Networking Academy Curriculum
* Upper Level Division Management Information Systems

DDBA 801  Quantitative and qualitative Research Methodologies for Managerial Decision Making  This course is offered in two parts. Part A highlights the use of research in operational and strategic decision-making, including key algebraic tools and other measurement issues in the global business environment. The growing trend of combining quantitative and qualitative research methodologies will be explored. A wide array of methods will be examined with attention being paid to the strengths and weaknesses of a variety of data collection methodologies to descriptive research are
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<td>DDBA 810</td>
<td>Multivariate Statistical Analysis</td>
<td>Multivariate statistical methods has increasingly influenced both the analytical aspects of research and the design and approach to data collection for decision making and problem solving. This course emphasizes the use and application of multivariate data analysis for analyzing problems involving multiple variables. The course introduces students to an overall understanding of multivariate statistical methods and guides them through the application of these methods for analyzing typical data sets that may be encountered in the dissertation phase of the program, subsequent research undertakings, and for solving practical problems in business management. Students will be taught the appropriate use and application of the following statistical analytical techniques: Multiple Regression Analysis; Logistic Regression; Multiple Discriminant Analysis; Factor Analysis; Multivariate Analysis of Variance (MANOVA); Canonical Correlation Analysis; Cluster Analysis, Multidimensional Scaling; Introduction to Structural equation modeling (SEM). Students will be required to use popular statistical packages, such as SPSS, SASS, STATA, or E-Views to do the required statistical computing.</td>
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<td>DDBA 820</td>
<td>Global Management Trends</td>
<td>Predominantly using case studies, participants will examine the experiences of the last three decades to analyze emerging management mega trends and key variables on managerial practice. The course will focus on the impact of society on management, the impact of culture, values and ethics on customers,</td>
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<td>DDBA 830</td>
<td>Strategic Use of Information and Communications Technologies</td>
<td>The course seeks to equip participants with the knowledge to bridge concepts and practice in order to respond to the challenges and opportunities facing Caribbean organizations in the adoption and diffusion of ICT, for strategic enablement and increased global competitive positioning in the information revolution. It provides insights into the key managerial issues surrounding management and use of ICT and other linked technologies in organizations as a strategic corporate resource. Participants will gain an awareness of approaches for appropriating ICT to enhance organizational competency and competitive advantage from a Caribbean perspective.</td>
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<td>DDBA 840</td>
<td>Business Development, Entrepreneurship and Innovation</td>
<td>This course explores the critical success factors of the contemporary firm, given the reality that firms, regardless of size, geographic location and apparent financial strength have no guarantees of survival in today's environment. It covers some of the basics of business development and innovation management and focuses on redefining business practices and nurturing and harnessing innovation within the Caribbean context with the use of research and development. Topics to be covered include innovation of products and processes for customer value, new product development process, commercializing innovations, business intelligence, risk identification and negotiation skills, among others. It should be emphasized that a great part of the course focuses on managing new product development (NPD) processes in business organizations.</td>
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<td>DDBA 850</td>
<td>International Marketing</td>
<td>Under the overall theme of &quot;business and marketing across national boundaries&quot;, this course focuses on examining the notion of the 'global village' and related issues. We will explore the implications of homogenization of consumer tastes within this global village, as well as assess future trends and their potential impact on international business and marketing strategy. The course focuses on both regional and global issues and encompasses both larger and smaller firms. It is structured so as to provide an appropriate environment for the students to explore issues concerning the need for strategic adjustments, including research and development, to enhance innovativeness and competitiveness at the corporate and national levels. The overall objective of this course is to examine issues related to business</td>
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and marketing across national boundaries within the context of the Caribbean Single Market.

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<td>DDBA 860</td>
<td>Finance</td>
<td>Finance focuses on the financial structure and problems of corporations, as well as the organization and operation of markets and financial institutions within the ambits of the domestic and international political economy. It deals with the development and maintenance of sound financial policies, the organization and behavior of financial markets and investors, and the influence of public policies and investor psychology on financial markets and on corporate finance. The Concept of sustainable growth will also be introduced as it is an important organizing framework when working with financial statements. Relatively new, especially to the Caribbean markets, are certain innovative financial products, especially derivatives, which will also be explored. - The Corporate Finance component will have specific reference to three (3) important questions faced by financial managers: *What long term investment should the firm take on? This is the capital budgeting decision and the valuation of securities. *How can cash be raised for the required investment? These are the financing, the capital structure and cash determination decisions. *How to structure incentive and control systems to manage firms and optimize performance and value? - Among the topics to be included are: * Financial Incentives and Corporate Control * Valuation of Projects, Financial Assets and the Firm * Sourcing Financial Resources, Capital Structure &amp; Payout Policy * Behavioral Finance * Financial Risk Management and Derivatives * Financial Markets and Institutions * Taxation and Financial Decision making * Exchange Rate Determination</td>
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<tr>
<td>DDBA 881</td>
<td>Internationalization of SMEs</td>
<td>Using case studies and building upon stage model theory, network theory and organization capabilities perspective of internationalization, this course examines the factors that are encouraging the rapid internationalization of SMEs and seeks to identify factors critical to the success of the internationalization process given the dynamics of international trade systems, which impacts the business environment. Contemporary coping strategies such as alliances, and utilizing the diasporas will also be examined. A heavy reliance will be placed on the operational data of regional SMEs and access by candidates to</td>
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this data therefore becomes critical. Candidates will also be exposed to proposal writing techniques relevant to the International arena.

**DDBA 882  Global Competitiveness**

Central to the teaching of this course is promotion of the understanding that it is firms and not countries that compete. Within this context the course will focus on the competitive pressures from increasing trade openness and globalization and how it forces domestic firms to upgrade their techniques and technologies in order to compete with imports and internationally through exports. The course will also demonstrate that there is the need for the macroeconomic framework and the institutional environment to foster and promote innovation as important within the context of building globally competitive firms and by extension a competitive economy. The course will also stress that firms seeking to upgrade, often do so incrementally, and require a continuous stream of information, technical and business development services (BDS). A key component of this course will be the examination of Country Case Studies. The focus will include case studies of small open economies that have succeeded in fostering a high level of competitiveness, carving out high value-added niches in the global economy. The cases should briefly review the technological performance of the firms in these countries and describe the main policies and programs. In particular, the study should highlight how the firms with or without government support programs have overcome the barriers in terms of size of the domestic market, technology transfer from abroad and low domestic capacity.

**DDBA 883  Strategy Dynamics**

Given volatility within the business environment, success largely depend on precise anticipation of market trend, quick responses to customer needs, indicative of finely honed creative and strategic thinking. With the use of cases, this course seeks to identify fluid strategies for dealing with complex, volatile and uncertain environments. The course will show that for a company to succeed it must weave its key business processes into hard-to-imitate strategic capabilities and distinguish it from its competitors. Capability will be presented as a set of business processes strategically understood. The course will demonstrate that such capabilities are collective and cross-functional – a small part of many people’s jobs, not a large part of a few people’s job. With the use of case studies we will undertake a comparative analysis of strategies employed by successful and unsuccessful companies. The focus will be on the four key principles of capabilities-based
These principles are: * Business Processes; * Transforming a company’s key processes into strategic capabilities that consistently provide superior value to the customer; * The key role of making strategic investment in support infrastructure that links together all business units and functions; and * Presenting the CEO as the champion of capabilities-based strategy.

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<td>DDBA 891</td>
<td>Comprehensive Examinations</td>
<td>Critical for learning assessment, the comprehensive examination is a practice that will allow the institution to evaluate the extent of command of fundamental topics and issues of the DBA students in many levels. The comprehensive exam will take about 8 hours and will include critical content of the core curriculum and of the specialization courses. Once the student shows proficiency in the comprehensive examinations he/she has the right to move to the dissertation stage.</td>
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<td>DDBA 892</td>
<td>Actions Research Methods</td>
<td>Students will apply to a real research project a multi-method approach combining inductive and deductive approaches with qualitative and quantitative research methods.</td>
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<td>DDBA 893</td>
<td>Dissertation Research I</td>
<td>Students will elaborate and present to the faculty with the guidance of an assigned supervisor a research proposal the will describe both the content and research methodology of the dissertation, as well as justify its relevance and contribution to the field. A member of the faculty will coordinate the presentation of the research proposal to an academic council.</td>
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<tr>
<td>DDBA 894</td>
<td>Dissertation Research II</td>
<td>Students will elaborate their dissertation with the guidance of a supervisor and of a thesis committee with 2 more faculty member. This process will be overseen by a faculty member.</td>
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<tr>
<td>GRA 101</td>
<td>Introduction to Graphic Arts</td>
<td>Introduces computer graphics and design principles. Topics include drawing skills, design theory, general career standards and introduction to basic computer applications used to create visual communications graphics. Pre-Requisite: Graphic Design Major.</td>
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<td>GRA 310</td>
<td>3-D Modeling and Animation for Graphics</td>
<td>Three Dimensional Computer graphics for image creation with emphasis on depth and volume for print and electronic publications. 3-D Advanced model creation and editing techniques. Pre-requisite: Junior Year Standing – Graphic Design Major.</td>
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<tr>
<td>GRA 410</td>
<td>3-D Modeling and Animation for Graphics</td>
<td>Continues CAP 301. Complex three-dimensional model spaces are created, rendered and animated. 3-D animation special effects including object morphing and explosions are introduced. Pre-requisite: CAP 301</td>
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<td>ECON 302</td>
<td>Principles of Economics</td>
<td>Introduction to microeconomic analysis and policy. Exploration of economic analysis methodology in terms of price determination, analysis of demand, supply theory of the firm, and distribution. This course is designed to help students understand basic economic problems, the role of markets and how they work, the internal conditions of cost and revenue that determine company profitability and the external conditions of the industry that influence the company’s working environment. It also gives students an introduction to the relationship between the government and the market. Pre-Requisite: 2nd Year Standing</td>
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<td>ECON 303</td>
<td>Macroeconomics</td>
<td>Basic economic concepts emphasizing the part the United States plays in a global economy. Economic Theory, using topics from TV News and mass media. Topics: GDP, National Income Accounting, US fiscal policy.</td>
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<td>ECON 422</td>
<td>Money and Banking</td>
<td>Roles of money and credit in the American Economy, impact of monetary factors on income and prices. Topics: money, interest rates, foreign exchange, international finance system, bank management, Federal Reserve System Pre-Requisite: Economics Business Major – Business Administration Bachelor's Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>ECON 411</td>
<td>Econometrics</td>
<td>Introduction to the concept of econometrics: Developing and applying quantitative or statistical methods to the study of economic principles. Combining economic theory with statistics to analyze and test economic relationships. Pre-Requisite: Economics Business Major – Business Administration Bachelor's Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>ECON 307</td>
<td>International Economics</td>
<td>Study of International Trade, Monetary Economics and International Finance. Pre-Requisite: Economics Business Major – Business Administration Bachelor's Degree Program * Upper Level Division Business Admin.</td>
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<td>ECON 405</td>
<td>Monetary Theory</td>
<td>Continues from Macroeconomics. Framework for examining money in its functions as a medium of exchange, monetary unit, etc. Pre-Requisite: Economics Business Major – Business Bachelor’s Degree Program* Upper Level Division</td>
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<tr>
<td>ECON 404</td>
<td>Economic Issues</td>
<td>Study of current economic events in the United States. Topics include: Federal Reserve, Wall Street, and economic factors influencing society. Pre-Requisite: Economics Business Major – Business Administration Bachelor’s Degree Program</td>
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<td>* Upper Level Division Business Admin.</td>
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<tr>
<td>EMPL 101</td>
<td>Employment Skills</td>
<td>Identification of the skills necessary for future employment and potential career opportunities. Develop job search, networking, and career management skills including business etiquette, salary negotiations, interviewing, and career management. Students will understand the concept of a personal brand, and develop resumes and cover letters to help meet career objectives. Required course for all majors.</td>
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<tr>
<td>ENGL 100</td>
<td>Language and Speech Communication</td>
<td>Principles of communication with attention to formal speaking and group discussion.</td>
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<tr>
<td>ENGL 200</td>
<td>English Composition I</td>
<td>Instruction and practice in writing expository prose that shows sensitivity to audience and purpose. Student must have English proficiency.* General Education Requirement Pre-Requisite: 2nd Year Standing</td>
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<tr>
<td>ENGL 302</td>
<td>English Composition II</td>
<td>Provides instruction and practice in the writing of formal, analytical essays, at least one of which is a research project using outside sources and/or reference effectively and legally. This course provides instruction in the development of analytical and critical reading skills in the composition process.</td>
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<tr>
<td>ENGL 203</td>
<td>Effective Business Writing</td>
<td>Writing reports and other common forms of business communications. Pre-Requisite: ENGL 100 or ENGL 200</td>
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<tr>
<td>IB 100</td>
<td>Introduction to International Business</td>
<td>An overview of the international business environment including economic, political, legal, and cultural aspects, and the institutions that affect a global firm (economic blocs, world banks, the United Nations, etc.). This course surveys managerial techniques used by multinational corporations. Issues related to foreign direct investment, especially financial and accounting implications are also presented, as is the particular impact of globalization on smaller firms. Case discussions are important components of this course. Pre-Requisite: ECON 202</td>
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<tr>
<td>IB 102</td>
<td>International Management</td>
<td>Focuses upon the globalization of markets, technologies and business practices and how organizational leaders and managers deal with these changing forces. Issues related to Management in International firms: leadership, motivation, communication, human resource development, and other managerial practices. Topics include managing international trade, foreign manufacturing and global service industries such as transportation and mass communications. Pre-Requisite: BUS 102</td>
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<tr>
<td>IB 202</td>
<td>Customs Legislation</td>
<td>Exploration of customs related laws concerning Customs administration, procedures, and applications of import and export duties, taxes, and offences. The course introduces students to the basic legal principles and issues commonly encountered in the international regulation of trade and investment. Course focuses on the regulation of trade both by nations and international organizations such as the World Trade Organization. Students will gain an understanding of how the international community attempts to control government restrictions on trade by creating international legal regimes that focus on planning, cooperation and dispute resolution. Pre-Requisite: IB 100</td>
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<tr>
<td>IB 203</td>
<td>Fundamentals of Foreign Trade</td>
<td>The aim of this course is to provide students with an understanding of the principles and applications of international trade, so that students will be prepared to face the future complexities of the world economy. Exploration of the basic rules and institutions of international trade focusing on the World Trade Organization. Discussion of influential trade theories, the effect of trade on income distribution, the implications of imposing tariffs and the economic mechanisms and the policy issues that usually arise in world trade. The political economy and controversies in trade theory are also discussed. Trade issues in developing countries are highlighted. Pre-Requisite: ECON 202</td>
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<tr>
<td>IB 204</td>
<td>International Law and Economics</td>
<td>After a brief introduction to the methodology of law and economics, this course utilizes the standard tools of economic analysis for the study of law, legal institutions, and international law as it relates to economics; with special focus on: (i) economics of property; (ii) economics of contracts; (iii) economics of tort law, and (iv) economics of lawmaking. Discussion of the law of treaties, jurisdiction and immunity, human rights, international economic law, peaceful settlement of disputes, and use of force. Pre-Requisite: ECON 202</td>
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<tr>
<td>IB 207</td>
<td>International Banking and Finance</td>
<td>Exploration of the tools necessary to analyze multinational business and finance problems. Topics include: the foreign exchange market, balance of payments, international investment and banking, monetary and fiscal policy in an open economy, economic integration and monetary unification and the international monetary system. Pre-Requisite: MATH 102 and ECON 202</td>
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<tr>
<td>IB 400</td>
<td>International Entrepreneurship</td>
<td>Harvard Business Review Study Cases Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>IB 402</td>
<td>Strategic Management in the Multinational Corporation</td>
<td>Harvard Business Review Study Cases Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>MATH 102</td>
<td>College Algebra</td>
<td>An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs, and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices. * General Education Requirement.</td>
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<tr>
<td>MATH 110</td>
<td>Business Math</td>
<td>Introduction to the mathematics of business. Course topics include discounts, markdowns, sales tax, property tax, federal income take, daily and compound interest.</td>
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<tr>
<td>MATH 220</td>
<td>Calculus</td>
<td>Functions, graphs, derivatives, integrals, techniques of differentiation and integration, exponentials, improper integrals and applications. Pre-Requisite: MATH 102</td>
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<tr>
<td>MBA 501</td>
<td>Society, Politics, Demographics and Business</td>
<td>The 21st Century has so far experienced economic cycles of both financial exuberance and financial crisis. Brazil, China, India and Russia are taking over the role of global growth engines from the developed world, changing the global dynamics at all levels. Is its imperative for students to command a deep understanding of the patterns and trends that will drastically change consumer behaviors and preferences, international trade, technologies and socio-demographics. This course will develop for the student the ability to identify, visualize, and reflect on the current and future state of affairs of the world and in the region that will affect the way of conducting business, making decisions, and designing strategies of local and global scale and scope.</td>
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<tr>
<td>MBA 521</td>
<td>International Strategic Management</td>
<td>Setting the course of a business, and managing the process of how to get there is a fundamental ability for any professional coming out from an MBA. Designing business models that are flexible, innovative, and allow firms to expand across locations are the main topics addressed in this course. As well, students will sketch, revise, specify, reflect, and analyze patterns of decisions in a stream of actions leading to generate value propositions that are unique, different, singular while at the same time relevant and attractive to different markets.</td>
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<tr>
<td>MBA 531</td>
<td>HR Fundamentals and Organizational Dynamics</td>
<td>The growth capacity of any business is not defined by its financial position, infrastructure, or products, but by the potential of its human capital. The attraction, retention, and deployment of talent have remained the biggest and most formidable challenge of any C-Suite Executive, Manager, or Supervisor. This course will provide the student with an understanding of the basic HR processes and practices, leading to the development of an HR Function in charge not just of managing the labor transactions but to excel in building positive and productive relationships all across the organization. Policies, processes, rules, and regulations are not enough to guide, change, and monitor the behavior of employees and associates. Every organization builds a particular culture, composed by a bundle of collective believes, attitudes, and behaviors. It is critical for anyone responsible of managing people to recognize the different phenomena that emerge from the interaction of people with other people. This course will expose students to topics such as how to deal with deviant personalities, the formation psychological contracts, and how to build advanced collaborative systems. As well, students will be exposed to the different models and frameworks of organizational development (OD), especially in terms of building career paths and training programs. In other words, OD is about building the human capabilities that the direction of firm’s demands in order to secure a successful future competitive position.</td>
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<td>MBA 541</td>
<td>Quantitative Business Methods</td>
<td>This course aims to provide a survey of quantitative techniques commonly used to provide insight into business and management decisions. Particularly important, is the understanding of the assumptions and limitations of quantitative techniques and how these techniques can be used to facilitate practical decision-making. Consequently emphasis would be placed on formulation, model building, and interpretation of results rather than theory. The course is decision and action oriented, not technique</td>
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<td>MBA 671</td>
<td>Management Information Systems</td>
<td>Information systems have become the enabling technology for business. Businesses and organizations that are not exposed, aware, or do not use the latest applications, solutions, and IT infrastructure are compromising their current and future competitive position. This course balances theory with applications through case studies and projects that emphasize the effectiveness of organizational information systems in achieving the objectives for which the systems are designed. Factors such as the organizational structure and information requirements are studied within the context of ethical, economic, and socio-technical factors that affect the design of systems and the processes of converting data to information, information to knowledge, and knowledge to intelligence.</td>
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<td>MBA 681</td>
<td>Fundamentals of International Marketing Strategies and Consumer Behavior</td>
<td>The science of understanding how customers act, react, think and feel have evolved dramatically in the last decade. Nowadays, consumer behavior has become more a human science than just a branch of marketing. This course will enable students to understand the different processes, decision drivers, values and levels of focus that buyers, consumers, and users utilize in building their own “shopping personality” across cultures, geographies, products and services. In addition, students will put in practice the insights learned in the course to increase the effectiveness of their salesmanship leading to develop a better connection and empathy with customers; cognizant of their own personal potential and limitations.</td>
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<tr>
<td>MBA 691</td>
<td>Management Accounting and Business Analytics I</td>
<td>Accounting is not just about keeping the books in order, or registering financial transactions and preparing reports based in internationally accepted standards and regulations. The establishment of a management accounting system will provide businesses with critical performance information leading to using facts, data, information and intelligence for decision-making. This course analyzes the different dimensions, challenges, methods and tools used in management accounting as a critical support system of a performance management system. In addition to the study and practice of</td>
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<tr>
<td>MBA 697</td>
<td>Customer Centric and Driven Innovation</td>
<td>Innovation is the most important core competence a business must develop in order not just to grow, but to survive. Innovation becomes over time the most sustainable growth engine in organizations, if it becomes a routine and not just an event. This course will teach students a fundamental skill: how to innovate. In order to learn to innovate, students will be exposed to human behavior observation techniques, methods in how to design business experiments, a method of product development, prototyping and creation of consumer experiences. Practice is the main method of how learning takes place in business. This course is about practicing what you have learned, and discover new insights while conducting a guided intervention in a business or an organization. Using management consulting methods, students in teams will be responsible to tackle an important challenge or solve a significant problem for the assigned business. In this way, students will be exposed to real-life real-time problems, stretching and leveraging their analytical and communication skills, as well as strategic and critical thinking abilities while innovative solutions that will actually add significant value to the business and to students.</td>
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<tr>
<td>MBA 700</td>
<td>Final Research Project</td>
<td>The International Business Research Project aims for students to: * Conduct environmental scanning activities (e.g., cultural, political, social, legal and economic factors) on chosen international markets for evaluation of potential business opportunities. *Perform secondary market research to obtain market</td>
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<td>MBA 710</td>
<td>Capstone Field Project</td>
<td>The Capstone Field Project provides students with the opportunity to complete their academic curriculum through the real life business application of best practices learned through courses taken in the program. The main objective of the Capstone Field Project is to strengthen the students’ capacities to explore, conceptualize, analyze, explicate, interpret, and provide suggested solutions to companies and organizations facing critical business challenges. In addition, the Capstone Field Project requires from students to write a detailed set of recommendations addressing the business challenges cited above where students demonstrate their knowledge and competencies gained through their course of study in specific areas such as: finance, accounting, marketing, strategic management, and operations. The organizations benefited from the Capstone Field Project are selected by the students with a final approval of the Graduate Academic Director.</td>
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<tr>
<td>MIT 501</td>
<td>E-Business Technology and Management</td>
<td>Students learn fundamental principles and concepts of managing Internet negotiations, transactions and business. Topics include analytic reviews of www technology trends, software availability, electronic payments and transactions, intra-organizational electronic commerce, ecommerce policies, ecommerce applications in retail, government and health sectors.</td>
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<td>MIT 521</td>
<td>Information Technology Project Management</td>
<td>Students gain the knowledge of how to optimize IT development and delivery processes in order to bring IT projects on the web more efficiently, effectively and on a budget. Topics include database system analytics, electronic management tools, total quality management, business systems analysis, contracts and procurement, information technology trends and budget analysis.</td>
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<td>MIT 533</td>
<td>Global E-Business Strategies</td>
<td>Students learn different means for developing a corporate strategy, with a special emphasis on the work of various recognized strategists in the business and IT fields. Topics will include advances in technology, domestic regulatory policies and business strategies for national and international technology policies.</td>
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<td>MIT 547</td>
<td>Information Security Management</td>
<td>Students gain the knowledge and skills necessary to learn the importance of data and information in today’s digital world and the processes to protect it. Topics include data classification, monitoring, reporting, strategy, awareness, network components, its processes and policy.</td>
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<td>MIT 561</td>
<td>Advanced Database Management</td>
<td>To make better database management decisions, students learn to design and implement rational databases with web access for database-driven web applications. Topics will include learning about database management systems such as oracle, database querying with SQL and database administration.</td>
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<td>MIT 587</td>
<td>Managing Software Development</td>
<td>Students learn about the aspects of programming and concentrate on directing the software development process. Topics in this course will cover Visual Basic .NET, computer programming, history of programming languages, and project management.</td>
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<tr>
<td>MIT 601</td>
<td>Website Application Development</td>
<td>Students learn how to create websites and networks and learn about several different types of web development software programs. Topics will include java applications, managing databases, developing WebPages, multimedia, graphics, internet protocols, animations tools and HTML sites.</td>
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<td>MIT 621</td>
<td>Web Services and Service Oriented Architecture</td>
<td>Students learn about service-oriented architecture and how it provides a more agile and comprehensive way to integrate information systems and business processes. Topics in this course include WS-Security, WS-Policy, SCA, UDDI, WSDL and SDO.</td>
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<td>MRKT 101</td>
<td>Principles of Marketing</td>
<td>This course offers the study of Marketing at a glance. Through fundamental concepts and the application of such concepts in practical exercises, students will be equipped to understand what Marketing is for and what factors intervene in the decision-making process of this functional area. It is designed to acquaint with the principles and problems of the marketing of goods and the methods of distribution from producer or manufacturer to the consumer. The course includes a study of the types, functions, and practices of marketing.</td>
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<td><strong>wholesalers and retailers in the American marketing system and of efficient marketing techniques in the development and expansion of American and foreign markets.</strong></td>
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<td>MRKT 200</td>
<td>Marketing II</td>
<td>Marketing II expands upon how marketing impacts the American economic system as well as the international economy. Exploration of market-oriented problems, market opportunities, competitive strategies, marketing policies and programs. Marketing II students will also study special markets, marketing research, credit as a customer service, packaging and labeling, marketing of services, product promotion, and marketing management. Pre-Requisite: MRKT 101</td>
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<tr>
<td>MRKT 202</td>
<td>Marketing Strategies</td>
<td>Merchandising and marketing as a strategy for motivating consumers to purchase products and services. This course discusses the place of the Marketing Plan in the Overall Business Plan. It focuses on identifying opportunities, product/service positioning and segmentation in the ever-changing external environment and competitive markets. Pre-requisite: MRKT 200</td>
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<tr>
<td>MRKT 205</td>
<td>Consumer Behavior</td>
<td>This course provides students with an understanding of consumer purchasing behavior. Theories of buyer behavior and research findings as they apply to sales. This course uses the marketing segmentation approach to explain that consumer behavior is a professional endeavor and to link psychological, socio-cultural and decision-making aspects. Pre-Requisite: MRKT 101</td>
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<tr>
<td>MRKT 207</td>
<td>Market Research</td>
<td>This course provides the students with the necessary knowledge and insight into the key marketing research concepts. The objective of the course is that the students will be able to understand how market research is performed, how different questionnaires are elaborated and how to communicate the findings to managers. Exploration of research for marketing decisions. Concepts and applications for gathering, processing, and interpreting primary and secondary data in identifying the needs and wants of prospective consumers. Pre-Requisite: MRKT 101</td>
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<tr>
<td>MRKT 210</td>
<td>Principles of Advertising and Public Relations</td>
<td>Exploration of advertising management. Discussion of marketing, creative elements, media, effectiveness, integration within the marketing plan, quantitative approaches, agency organization and management. This course is designed to give the student a</td>
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2015 Catalog, Volume XV.I
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<tr>
<td>MRKT 302</td>
<td>Marketing Management</td>
<td>A Descriptive Study Emphasizing The Functions And Institutions Common To Marketing Systems Pre-Requisite: Marketing Business Major – Business Administration Bachelor's Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>MRKT 420</td>
<td>Marketing Channels</td>
<td>Course Focuses Upon Institutions, Functions, And Flows Within Channels Of Distribution; And Their Integration Into Channels Systems. Wholesaling And Physical Activity Are Emphasized. Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>MRKT 440</td>
<td>Personal Selling</td>
<td>The Development Of Effective Salesmen/Customer Relationships Is Emphasized. Selection, Training, And Motivation Of The Sales Force, And The Relationship Between Personal Selling And The Other Elements Of Marketing Strategy Are Analyzed. Pre-Requisite: Marketing Business Major – Business Administration Bachelor's Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>MRKT 472</td>
<td>E-Marketing</td>
<td>This Introductory Course In Electronic Marketing Explores How The Internet Has Revolutionized The Buying And Selling Of Goods And Services In The Marketplace. Topics Covered Include B2b And B2c Electronic Commerce, Internet User Characteristics, Net Pro-Duct, Pricing, And Distribution, Relation-Ship Marketing Through Online Strategies, And The Legal And Ethical Challenges Of E-Marketing. This Course Emphasizes Hands-On Learning. Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>PHIL 102</td>
<td>Legal and Ethical Issues</td>
<td>Introduction to ethics. Exploration of ethics as it relates to virtue, duty, autonomy, and life quality applied to moral problems. This course studies the ethical, legal, and social responsibilities of business, particularly in the product, resource, and labor markets. Principles of moral philosophy are applied to the analysis of corporate conduct and decision making in the United States and elsewhere. Case studies are used in the discussion of social responsibility and the respect for human dignity in organizations driven by the profit motive and competition.</td>
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| PSY 201 | Psychology                    | * General Education Requirements  
Introduction to general psychology; principles of human behavior and their applications. Introduces the history of psychology, human development, personality, abnormal behavior, social psychology, feelings and emotions, research methodologies, experimental psychology, psychophysiology, learning and memory, altered states of awareness, sleep and dreams, and industrial and organizational psychology.                                                                 | 3       |
| SPC 200 | Speech and Public Speaking    | Courses that prepare students to present effective public speeches to persuade debate or argue in a clear, concise and logical manner. Emphasis on organization and delivery of public speeches. By the end of the course you will understand how to choose topics according to the type of speech you are giving, how to construct a speech, and, of course, how to present an effective speech. This course will also meet the current state guidelines for Gordon Rule written assignments.                                                                 | 3       |
| SPN 310 | Conversational Spanish        | Explores conversation skills in Spanish with emphasis on developing vocabulary, cultural immersion, and proper pronunciation. The course focuses on language literacy for daily conversation.                                                                                                                                                                                                                                                                                                                                                           | 3       |
| STAT 200| Statistics                    | Introduction to statistical concepts and reasoning. Topics: Graphical and numerical representation of information, measures of location, dispersion, position and dependence, exploratory data analysis. Introductory Statistics introduces students to the major concepts, logic, and issues in statistical reasoning and to the tools involved in collecting, analyzing and drawing conclusions from data. Four broad conceptual themes are explored: 1. Exploring Data: Observing patterns and departures from patterns, 2. Planning a Study: Deciding what and how to measure, 3. Anticipating Patterns: Producing models using probability and simulation, 4. Statistical Inference: Confirming models.                                                                 | 3       |
Atlantis University continually reviews, improves and updates its programs, courses and curricula. It is incumbent on the University to reflect these revisions in its publications. The following Addendum No. I represents additions, changes and deletions to the Atlantis University 2015 Catalog, Volume XV.I, and is effective December 1st, 2015.

GRIEVANCE PROCEDURE

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relates to a complaint about a course, program of study, or grade. Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the institution director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. Atlantis University strives to ensure fair and equal treatment for all of its students. For this reason, it insists that full attention be given to any grievance a student may have.

Students who have grievances should address them to the Academic Department or the Student Services Dept. who will give guidance and provide the student with information and direction for pursuing a resolution. Students who are unsure how to utilize the grievance procedures or are uncomfortable addressing issues with the appropriate person should contact Carol Palacios - Compliance Officer at carol.palacios@atlantisuniversity.edu

1. Complaints against students or university employees shall first be directed to the individual. Complaints must be made within six months of the problem.
2. All students are urged to discuss openly and frankly their school-related concern, problems or questions with their teachers. Effective two-way communication between teacher and student has always served the best interests of both. Many problems can be resolved in this way. For this reason, all teachers are expected to listen carefully to the student, consider the problem and try to resolve it through direct conversation.
3. If the student is not satisfied with this solution, he/she may write to the Administrative Director, explaining the problem in detail. The Administrative Director will review this letter carefully together with the Administrative Director of Students and the Administrative Director and arrange a meeting with the student to further understand the situation. Within 10 working days, the Administrative Director should reply in writing to the student, stating the resolution of the matter.
4. If the student is still not satisfied with this solution, he/she may write a letter to the President of the University, stating the problem in detail and the steps that were taken to alleviate it. The decision of the President is final, and the student should receive a letter explaining that decision within 15 working days.
5. All communications must be in writing and on file.
STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Carol Palacios – Compliance Officer at carol.palacios@atlantisuniversity.edu or online at www.accsc.org.